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Chapter 14 - Foreign Travel Information System (FTIS)

1 Introduction

The Foreign Travel/Passport Information System (FTIS) contains information related to foreign travel to attend international meeting(s), work-related foreign travel for both ARS employees and non ARS travelers when ARS is paying. In addition, it contains information related to passport tracking, passport accountability and trip reports. FTIS is the agencies planning, management, tracking and approval system.

All travel for ARS employees to attend international meetings and all work-related ARS foreign travel must be entered into the Foreign Travel System for review and approval.

To enter the FTIS system, from the main ARIS splash Screen, select the FTIS icon (fig. 1), FTIS subsystem (fig. 2).

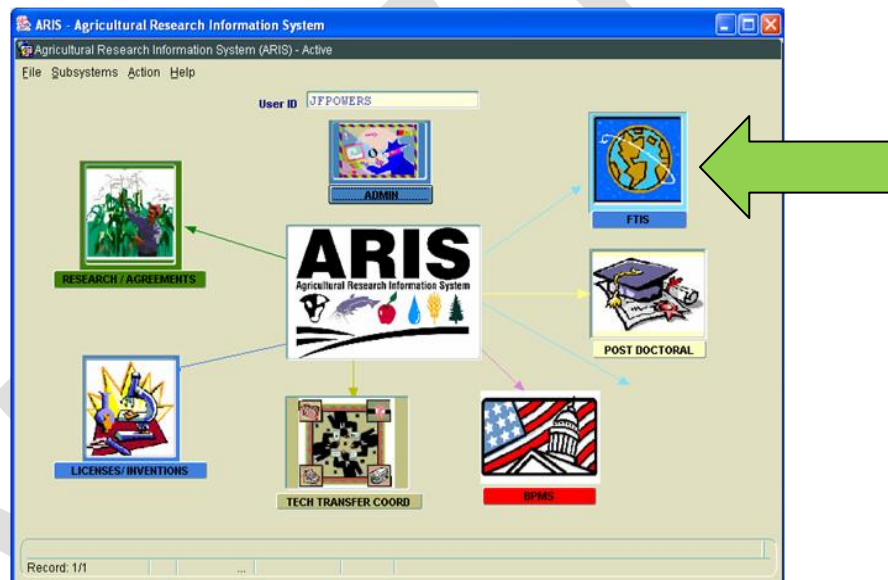


Figure 1 ARIS Main Splash Screen



ACTIVE: All records that have been completed and approved.
STATUS: All records that are currently in process, at any level.
WORK: All working records that have not been released for processing from your work file.



Figure 2 FTIS Subsystem

2 Foreign Travel Records

2.1 Entering a New Trip

From the FTIS main menu, select **“Work”** and **“Foreign Travel Records”** from the menu bar (fig. 3). The list screen will be displayed (fig. 4).

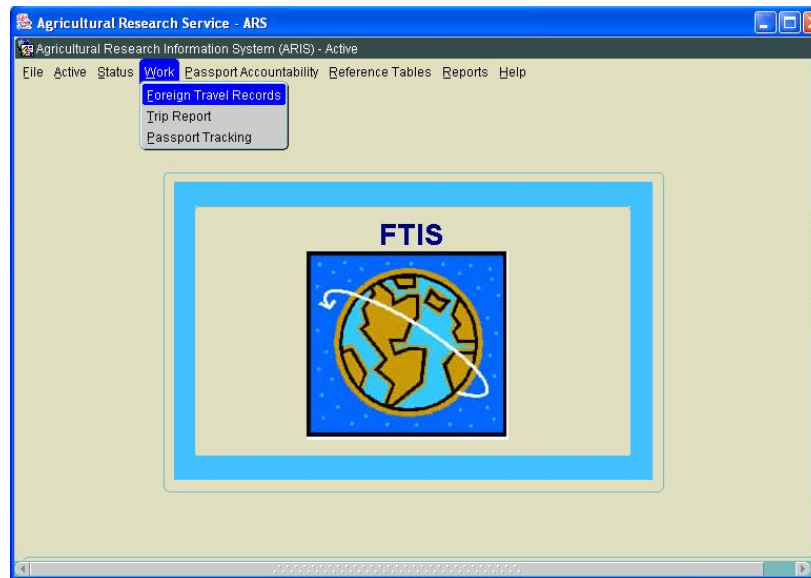


Figure 3 Work/Foreign Travel Records

Current work records will be displayed on list screen. To add a new trip, select the “Add Trip” button (fig. 4).

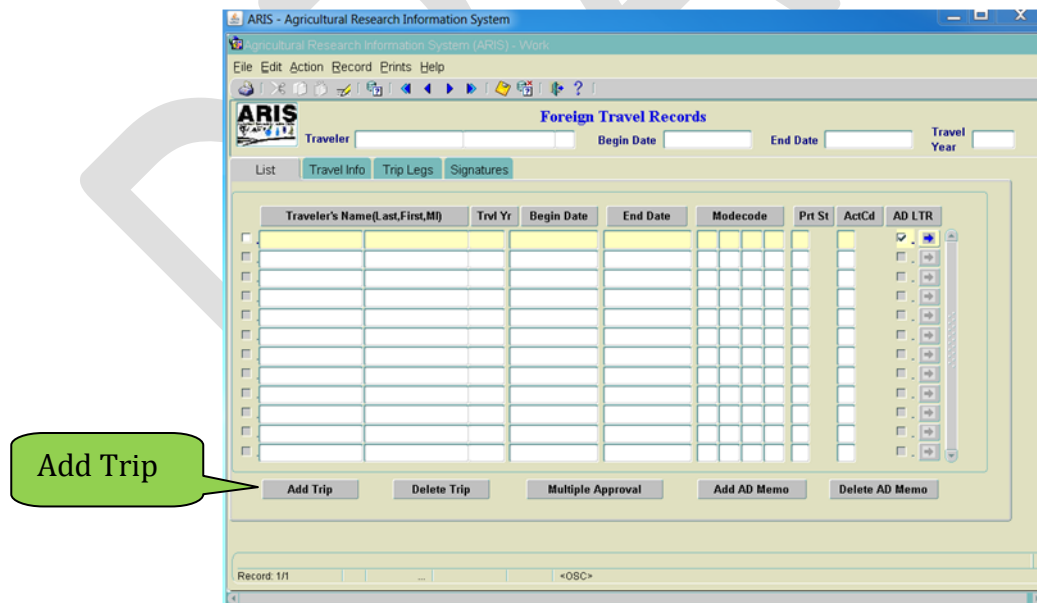


Figure 4 List Screen

A blank Travel Information screen will be displayed (fig. 5).

Figure 5 Blank add Trip screen

Enter all information on the Travel Info screen. The traveler's name **must** be selected by clicking on the ARS or Non ARS button. A query screen is displayed (fig. 6).

Last Name	First	MI	Suffix
ABBAN	SAMUEL	K	
ABELL	THOMAS	E	
ABRAMS	ARTHUR		
ABRAMS	SAMUEL		
ADAMS	KRISTIA	M	
ADAMSKI	DAVID		
ADEBI	BENITO		

Figure 6 Traveler Name Search

Scroll down the list to find the correct traveler or search for the employee by using the “Find” option (eg. %adams%). Once the employee is located, highlight the individual and select “OK”. The system will automatically insert the traveler's mode code and passport number.

Unpopulated fields with an * are **mandatory**, such as traveler's title, phone number, duty station, project number, search by selecting the question mark (?), and accounting code.

Optional fields include Location Priority, Area Priority and Comments. Comments that are pertinent to travel and/or helpful to the approving official should be entered in detail. More information is better than less.

Note: For more information on each data entry field, see “General Helpful Information” section 7.

When data entry is complete, click in the “Trip Legs” screen and the Trip Leg List screen will be displayed (fig. 7).

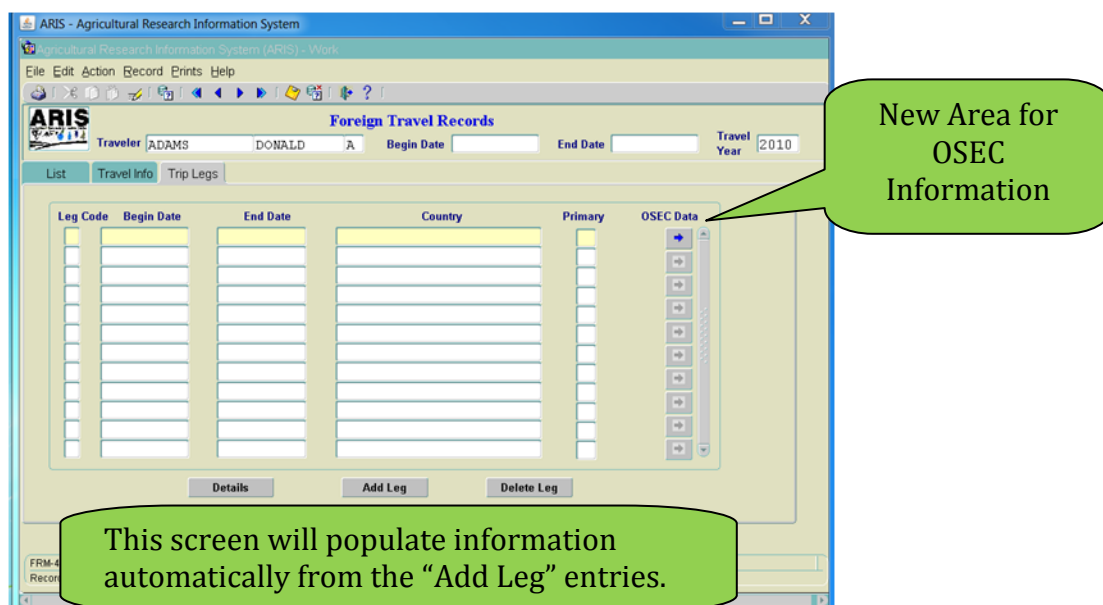


Figure 7 Trip Legs Screen

TO add a leg, select the “Add Leg” button at the bottom of the screen and a Leg screen will be displayed (fig. 8).

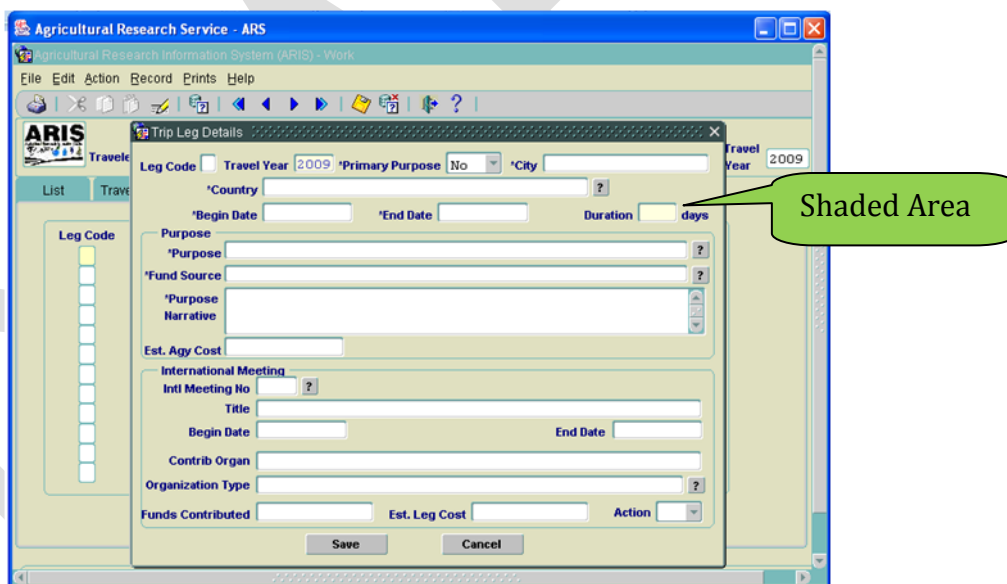


Figure 8 Add Leg Screen

Use of the (?), displays a drop down menu; you must use the List of Values (LOV) to choose the data. Once in the LOV, highlight the correct option, and select OK.

Trip Leg Details		Purpose Section		International Meeting Section	
Leg Code	A-Z	Purpose	Select (?)	Intl Meeting No	Select (?)
Travel Year	April 1–March 31	Fund Source	Select (?)	Title	Pre-populated
Primary Purpose	Y or N	Purpose	Free form text	Begin Date	Pre-populated
City	Free form text	Est. Agency Cost	Enter \$ amount	End Date	Pre-populated
Country	Select (?)			Contrib Organ	Free form text
Begin Date	Enter date			Organization Type	Select (?)
End Date	Enter Date			Funds Contributed	Free form text
Duration	Auto Populate			Est. Leg Cost	Free form text
				Action	A or D

Unpopulated fields with an * are **mandatory**. Once saved the added leg is displayed on the “Trip Legs” screen (fig. 12).

Figure 12 Completed Trip leg details screen

When all legs are added, click on the “OSEC Data” button on the “Trip Legs” screen to add required information and save prior to moving to other screens (fig. 13). OSEC information must be entered *for each leg* by selecting the OSEC Data button.

Figure 13 Saved Legs

Selecting the OSEC Data button will display the OSEC Details Screen. Enter the Role of Traveler and the Benefit to USDA and select “Save” (Note: The Report Name/Number is “grayed out” and will be completed by TRSB when submitted to OSEC for consideration) (fig. 14).

The screenshot shows a web form titled "OSEC Details". It contains several input fields: "Leg" (dropdown menu with "A" selected), "Begin Date" (08/20/2000), "End Date" (08/22/2000), "City / Country of Travel" (MONTREAL), "Report Name/Number" (FY10-TEST1), and "CANADA". Below these are two larger text areas: "Role of Traveler" containing "test role" and "Benefit to USDA" containing "test benefit". At the bottom are "Save" and "Cancel" buttons. Two green callout boxes point to the text areas: "Enter Role" points to the "Role of Traveler" field, and "Enter Benefit" points to the "Benefit to USDA" field.

Figure 14 OSEC Roles and Benefits

Role of Traveler

The role of the traveler should specifically state the tasks and/or responsibilities of the traveler as they relate to the individual leg of the trip.

Sufficient Response:

Technical expert on agricultural international collaborations between the US and Pakistan

Insufficient Response:

Attending conference

Benefit to USDA

The benefit to USDA must be clearly stated and concise. Simply being invited to attend an event is not sufficient; the justification must indicate how the travel or attendance at a meeting or conference will specifically benefit the mission of the Agency and USDA. Simply stating that the trip ties in to a USDA or ARS priority is not sufficient. There needs to be an explanation of how the trip ties into the priority and how it provides a benefit under that priority.

Sufficient Response:

One of the challenges in current mass spectrometry (MS)-based proteomics field is the rapid development cycle for new analytical tools and associated technologies. Developing and implementing the relevant technologies and skills become increasingly important to those involved with applying proteomics techniques in agricultural research. By attending this meeting, I will have the opportunity to facilitate the exchange of scientific ideas, knowledge and information to promote the application of proteomic. The meeting is an excellent forum for evaluating the latest technology because all the major mass spectrometry vendors and proteomics software supplies will present their latest development.

Insufficient Response:

The travel will benefit both USDA and ARS because it ties to REE Priority 4, Global Food Security.

Once all required OSEC information has been entered for the leg click the “Save” button. If additional legs are required for the trip, select the “Add Leg” button for each additional leg, and include the OSEC information for each leg (fig. 15).

The screenshot shows the 'OSEC Details' form with the following data entered:

Leg	Begin Date	End Date	City / Country of Travel
A	08/20/2000	08/22/2000	MONTREAL

Report Name/Number: FY10-TEST1

Country: CANADA

Role of Traveler: test role

Benefit to USDA: test benefit

A green callout bubble points to the 'Save' button at the bottom of the form.

Figure 15 save OSEC Data

Incorrect legs can be removed by highlighting the incorrect leg and select “Delete Leg” (use caution when deleting a Leg). For changes, highlight the leg on the List screen and select the “Details” button. The Leg screen will be displayed. Modify as necessary and select “Save.” Entry of the Trip is now complete (fig. 16).

[illegible]

Figure 16 Delete Leg

A confirmation window will be displayed (fig. 17), select “Yes” to delete the leg or “Cancel” if leg was chosen in error.

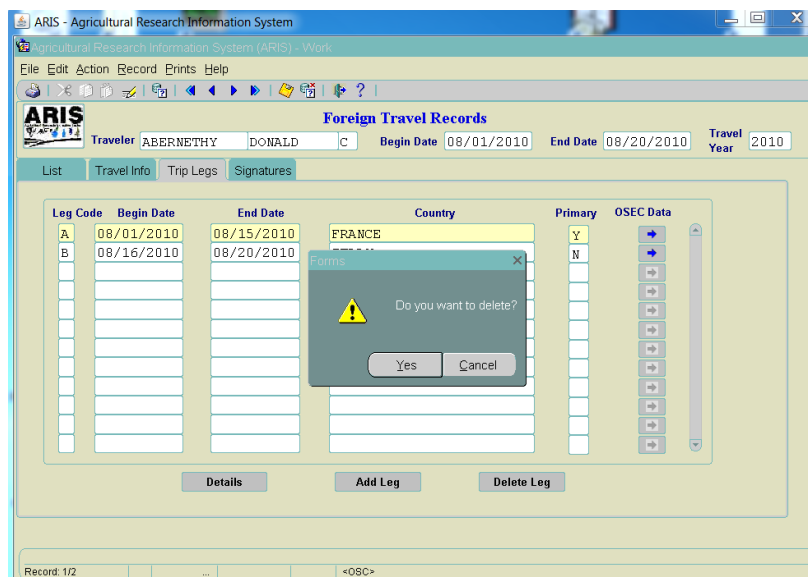


Figure 17 Delete Leg Confirmations

2.2 Late Justification Letter

All trips **MUST** be entered and approved in FTIS **at least** 45 days prior to the trip departure date. In the event that a situation arises where a last minute request necessitates foreign travel within a 45-day window, only the following two exceptions will be considered:

1. The inviting organization changes the schedule of a planned meeting/conference, or
2. An emerging issue related to an REE or USDA priority requires unanticipated foreign travel.

A justification letter from the Agency Administrator (or designee) or, for ARS, the Area Director or HQ Office/Staff Director, as applicable, is required for all travel within 45 days that meet these exceptions. The justification must clearly state the reason for the short notice. This letter must then be attached to the FTIS record by selecting the “Add Memo” button.

- Ensure that a copy of the SIGNED Late Justification letter has been saved to your computer.
- Suggested naming convention is: Travelers last name/country of travel/departure date/justification letter. *Ex: SMITH-ITALY-8.28.10-JUSTIFICATION*

Once your Foreign Travel Record has been created to include all legs and OSEC data, select the “List” screen, to display your current trip(s).

Select the “Upload Memo” button to open the add record screen (fig. 18).

Figure 18 Justification Memo

Select the “Browse” button to locate and upload the late justification letter from your computer (fig. 19).

Figure 19 Browse for Justification Memo

You will receive a confirmation that the file has uploaded successfully and the file will be displayed. Add a description and select “Save & Exit” (fig. 20).

Figure 20 Confirmation of successful upload

2.3 Approving Foreign Travel

To approve a foreign trip, highlight the trip requiring approval from the List screen and select the Signatures screen. The Approval screen will be displayed (fig. 21).

	Name (Last, First, MI, Suffix)	Date	App / Disapp	Comments
Reasearch Leader	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
CD/LD/DAD	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Director	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headquarters				
NPL	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
ONP DA / Admin	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrator	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRSB	7654 EGGERT DIANE M	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 21 Approval Page/Comments

- For RL, CD/LD/DAD signature, enter the last name, first name, and middle initial. The date will auto populate when the signature is added, select approve/disapproved.
- For Area signatures, enter the appropriate signature code and date, select approved or disapproved. A password is required for Area Director Signatures.

A “Comments” box is now available for additional comments to be entered by the approving official. A check mark next to the *Comments* button on the Signatures Screen indicates that the approver at that level has entered a comment. If TRSB returns a trip to the area for any reason, a comment will be entered on the Signatures Screen (see 1.3.1).

(NOTE: Follow your Area process for approval of foreign travel).

Once signature is entered, to save select “Record” and “Save” or the Save Icon.

2.3.1 Entering Comments

Each signature level has the ability to enter comments into FTIS. Select the “Comments” button (next to your level) to display the Signature Remarks window (fig. 22).

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Work

File Edit Action Record Prints Help

Foreign Travel Records

Traveler NORDLUND DONALD A Begin Date 05/19/2002 End Date 05/23/2002 Travel Year 2002


List Travel Info Trip Legs Signatures

	Name (Last, First, MI, Suffix)	Date	App / Disapp	Comments
Reasearch Leader			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
CD/D/DAD			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Area Director	<input type="text"/> ?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Password
Headquarters			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
NPL	<input type="text"/> ?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
ONP DA / Admin	<input type="text"/> ?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Administrator	<input type="text"/> ?		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
TRSB	7654 ? EGGERT DIANE M		<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

Clear Signature

Add Comments

A signature Remarks window will be displayed, enter comments as necessary and select “Save” (fig.23).



TRSB Remarks

Signature Remarks

Enter comments here.

Save **Close**

2.3.2 Viewing Comments

To view comments select the “Comments” button (fig. 24).

Name (Last, First, MI, Suffix)	Date	App / Disapp	Comments
Reasearch Leader			
CO/D/DAD			
Area Director			
Headquarters			
NPL			
OHP DA / Admin			
Administrator			
TRSB 7654 ? EGGERT DIANE M			<input checked="" type="checkbox"/>

Figure 24 Comments available to view

The comments will be displayed in the TRSB Remarks window. Once comments have been read, select “Close” (fig. 25).

Signature Remarks

"Benefit to USDA" statement is insufficient, please correct and resubmit.

Trip departure date is within 45days. Please upload a Late Justification memo signed by the AD (or equivalent) and resubmit.

Close

Figure 25 Viewed Comments

2.4 OSEC Approval Reports

Each level has the ability to run a report that includes OSEC data in FTIS awaiting submission to TRSB for OSEC approval.

Select “Work” and “OSEC Reporting” (fig. 26).

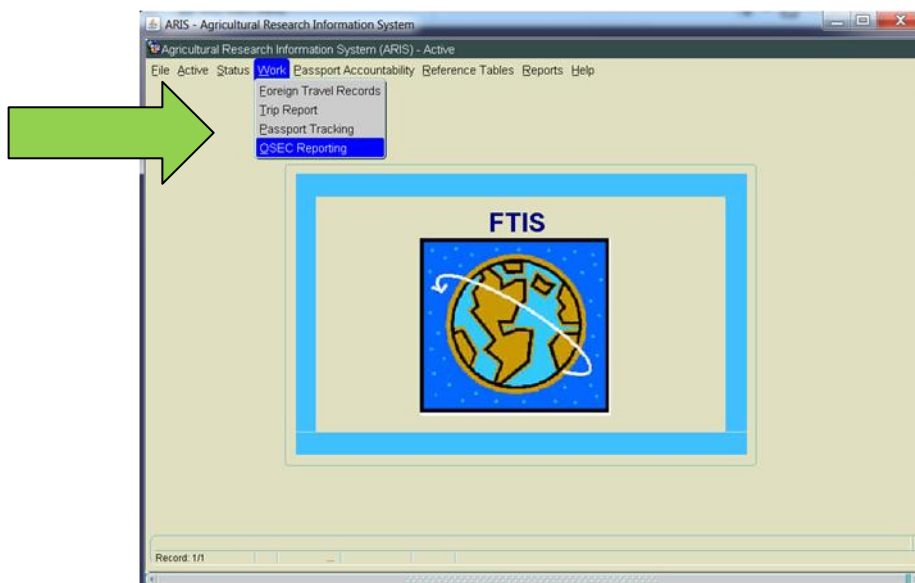


Figure 26 OSEC Reporting

All records viewable at your level will display. Mark the records ready for approval. Once the records are marked select "Prints", "Extract to Excel" (fig. 27).

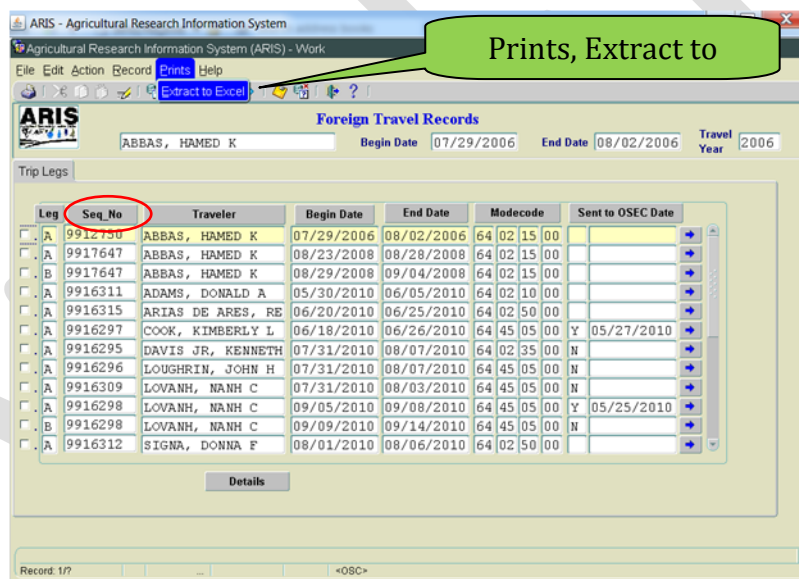


Figure 27 Records awaiting approval

The report will be displayed in Excel (displaying in the OSEC submission format), remember changes to a report in excel will not update in FTIS, if changes are required, please make the change in FTIS and rerun the report (fig.28).

TRIP ID NO	AREA	TRAVELER NAME(S)	ROLE OF EACH TRAVELER	BEGIN DATE OF TRAVELER	END DATE OF TRAVELER	INTERNATIONAL MEETING NO	MEETING NAME
9916298	MSA	LOVANH, NANH C	Will work with collaborators at the	September 9, 2010	September 14, 2010		
9916298	MSA	LOVANH, NANH C		September 5, 2010	September 8, 2010		
9916312	MSA	SIGNA, DONNA F		August 25, 2010	August 28, 2010		
9916312	MSA	SIGNA, DONNA F		August 11, 2010	August 25, 2010		
9916312	MSA	SIGNA, DONNA F	To make contact with test people	August 1, 2010	August 6, 2010	1	9TH WORLD
9916309	MSA	LOVANH, NANH C	Presenter - "Zipadee Doo Dah"	July 31, 2010	August 3, 2010	1	9TH WORLD
9916296	MSA	LOUGHRIN, JOHN H	Presenter - "The ABC's of Animal	July 31, 2010	August 7, 2010	1	9TH WORLD
9916295	MSA	DAVIS JR, KENNETH B	Presenter - "ABCD of Animal	July 31, 2010	August 7, 2010	1	9TH WORLD

Figure 28 Sample Report

NOTE: The OSEC report displays each leg of the trip on an individual line, connected by the “Trip ID No/Sequence Number”.

TRSB obtains all information for the OSEC submission from the “Trip Leg” fields of Area Approved FTIS Foreign Travel Records. Therefore it is critical that ALL information entered in FTIS be as complete and accurate as possible.

The following fields are extracted from the FTIS records to create the OSEC report.

- Begin Date
- End Date
- City/Country
- Purpose Narrative (*800 characters*)
- Estimated Agency Cost
- International Meeting # and Name
- Contributing Organization
- Funds Contributed \$ amount
- Role of Traveler (*100 characters*)
- Benefit to USDA (*800 characters*)

2.5 “Status” Updates for OSEC Approval

There are various submission levels in regard to Foreign Travel. This information can be viewed under “Status”, “Foreign Travel Records” (fig. 29).

RL Level	Original point of entry and/or waiting approval by RL
CD/LD/DAD	Original point of entry and/or waiting on approval by CD/LD/DAD
Area	Waiting approval by Area Director
NPS level	Original point of entry for NPS and/or waiting on approval by HQ
TRSB	Approved through Area or HQ Admin and waiting on submittal to OSEC
TRSB	Sent to OSEC-Collected by TRSB to send to OSEC for consideration
Approved	Approved by OSEC in FTIS, will move to the Active file overnight

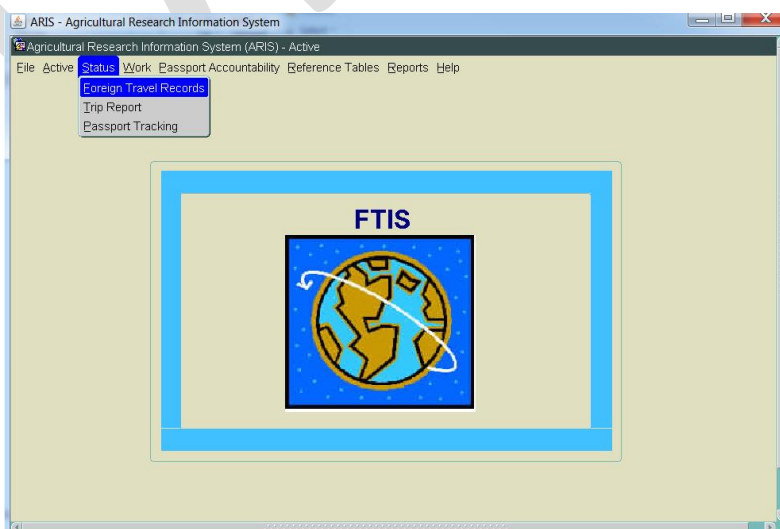


Figure 29 Status Query for Submission Level

All records in FTIS to include submission level (status) will be displayed. (fig. 27).

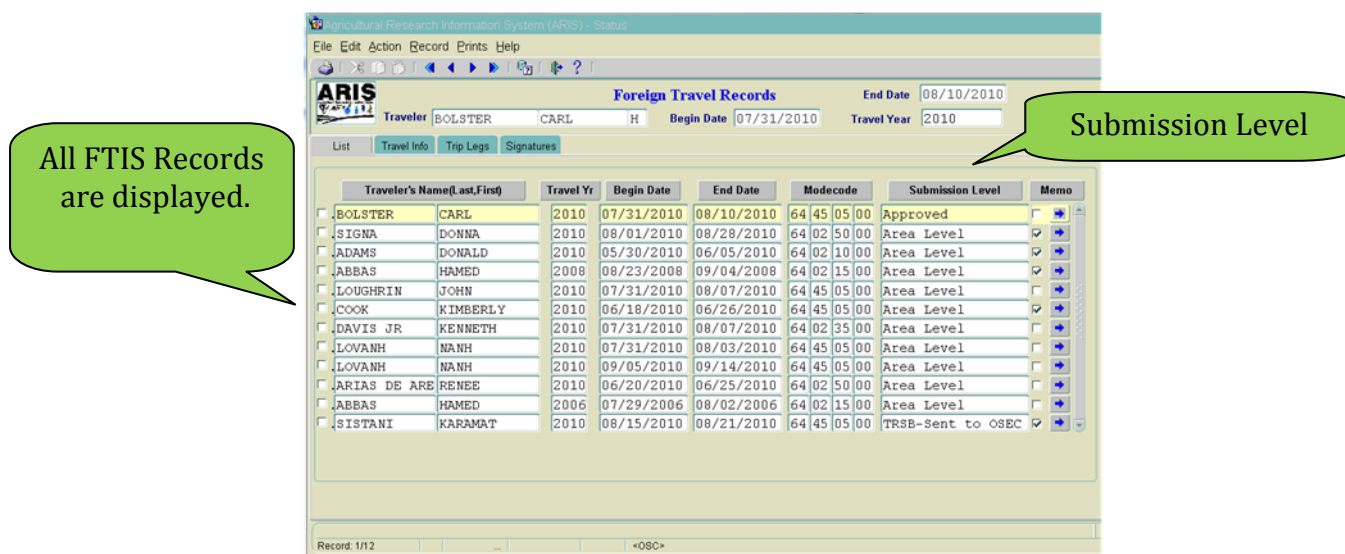


Figure 27 All Travelers in FTIS

To determine the status or Submission Level of your travelers, select "Status", "Query Screen" (fig. 28).

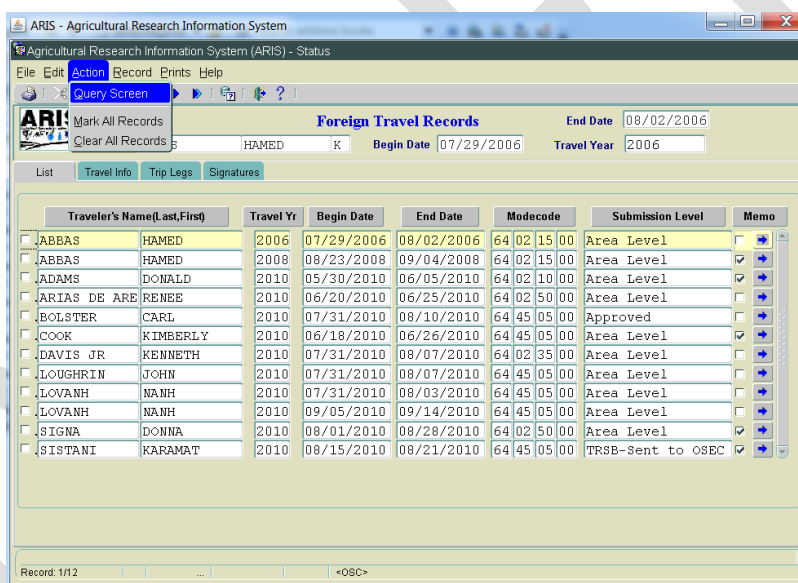


Figure 28 Active/Query Screen

You can query for an individual traveler, or for a period of time. If searching for a travel period enter into the "Begin Date" field the date of travel you are looking for (ex. 6/1/10:12/31/10) and enter (fig. 29).

Figure 29 shows the 'Foreign Travel Records' query screen in the ARIS system. The screen includes a 'Query' section with various input fields for traveler information, dates, and costs. A green callout bubble labeled 'Begin' points to the 'Begin Date' field, which is currently set to '06/01/2010:12'.

Figure 29 Query Screen

The list of travelers matching your query and their Status/Submission level will be displayed (fig. 30).

Figure 30 displays the 'Returned query' results in the ARIS system. The table shows a list of travelers with their respective travel details. The 'Begin Date' and 'End Date' fields are highlighted in yellow. The 'Submission Level' column shows 'Approved' for the first traveler and 'Area Level' for the others.

Traveler's Name (Last, First)	Travel Yr	Begin Date	End Date	Modecode	Submission Level	Memo
BOLSTER, CARL	2010	07/31/2010	08/10/2010	64 45 05 00	Approved	
SIGNA, DONNA	2010	08/01/2010	08/28/2010	64 02 50 00	Area Level	
DAVIS JR, KENNETH	2010	07/31/2010	08/07/2010	64 02 35 00	Area Level	
LOUGHRIN, JOHN	2010	07/31/2010	08/07/2010	64 45 05 00	Area Level	
LOVANH, NANH	2010	07/31/2010	08/03/2010	64 45 05 00	Area Level	
LOVANH, NANH	2010	09/05/2010	09/14/2010	64 45 05 00	Area Level	
ARIAS DE ARE, RENEE	2010	06/20/2010	06/25/2010	64 02 50 00	Area Level	
COOK, KIMBERLY	2010	06/18/2010	06/26/2010	64 45 05 00	Area Level	
SISTANI, KARAMAT	2010	08/15/2010	08/21/2010	64 45 05 00	TRSB-Sent to OSEC	

Figure 30 Returned query

2.6 Returned Records from TRSB

TRSB will notify the Area Transportation Assistant via e-mail to include an attachment of the FTIS Foreign trip record. Once received the ATA must access the record via "Work" and display the comments on the signature page.

2.7 Modifications

2.7.1 Work Trip/Leg Data

From the Foreign Travel **Work** List Screen, highlight the trip to be modified.

For general modifications, such as travel year, accounting codes, or comments, select the Travel Info screen and the Travel Info screen will be displayed. Make any necessary modifications and select the List screen to return to the List screen.

The system will prompt you to save changes. Select OK and changes will save.

For necessary modifications to trip legs, from the List screen highlight the trip to be modified and select the Trip Legs tab. The Trip Legs List screen will be displayed. Highlight the Leg to be modified and select the Details button.

Make the necessary modifications and select the Save button. The system will save the changes and return you to the Leg List screen.

Once all necessary modifications are complete, follow your Area process for approval.

2.7.2 Active Trip/Leg Data

To modify an **Active Trip** (*trip previously approved*), a work record must be created.

Select “**Active**”, “**Foreign Travel Records**” (fig. 31) from the main FTIS screen.



Figure 31 Modification of Active Record

Enter the information on the query screen to obtain the trip that requires modification, once all data is entered, select the Execute Query icon and a listing will be displayed for all trips that meet the search criteria (fig. 32).

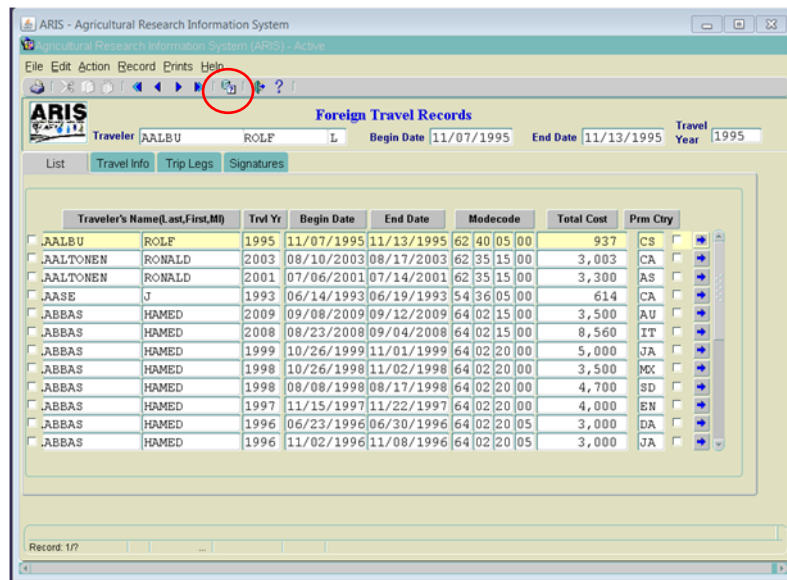


Figure 32 Modification of Active Record Query Screen

Once the listing is displayed, mark the trip to be modified, select “Action” and “Create Work Record” from the toolbar (fig. 33).

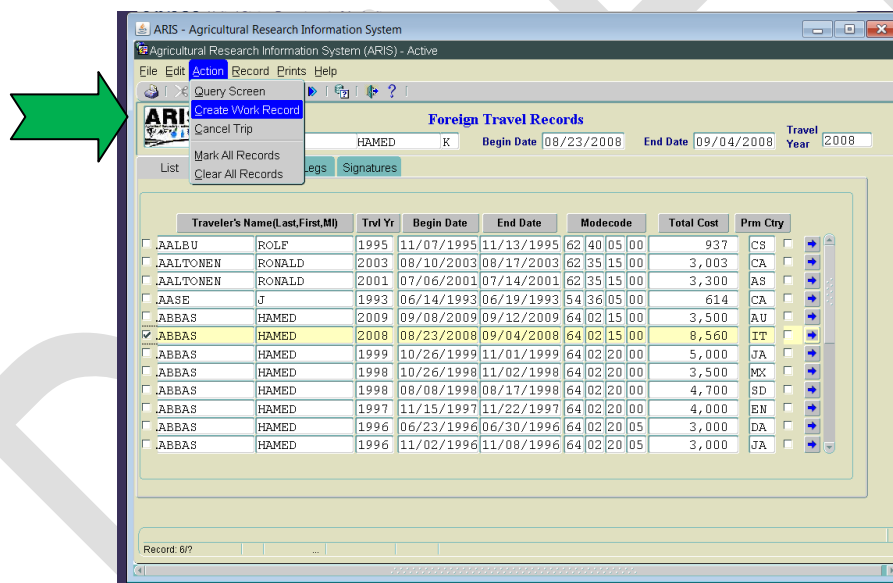


Figure 33 Create Work Record

FTIS will prompt you to confirm request “Do you want to continue creating work records?” (fig. 34).

Select “Yes” and a FTIS window acknowledgement of “Marked Record Processing is Complete” will display.

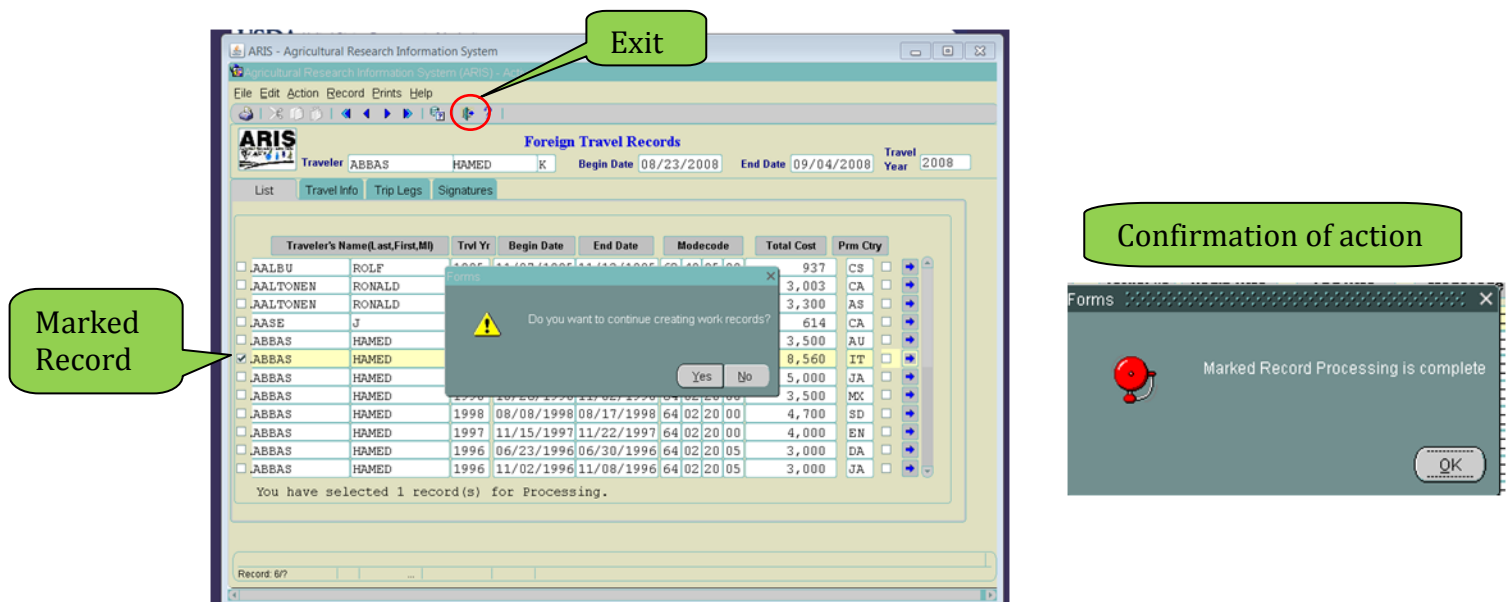


Figure 34 Create Work Record Confirmation

Upon confirmation that the “Work” record is created, exit out of Active and select “Work” and “Foreign Travel Records” (Fig. 35).

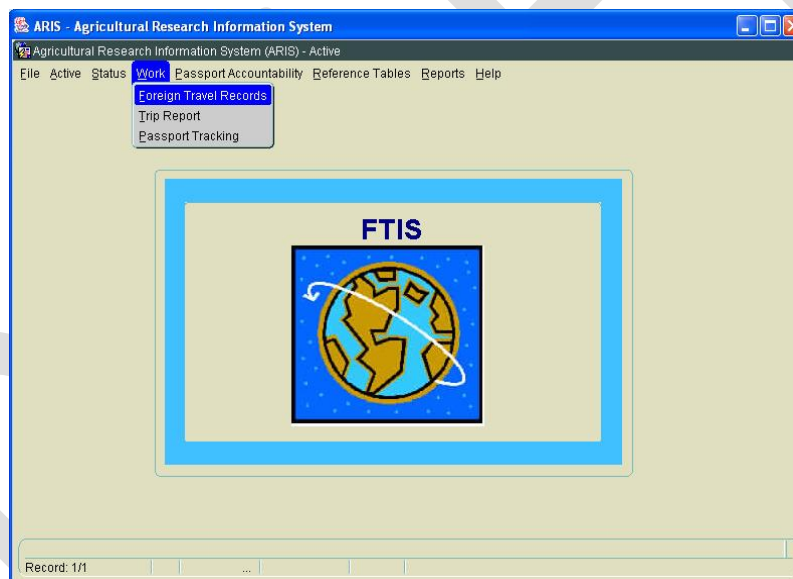


Figure 35 Work/Foreign Travel Records

All records currently at your level will be displayed on the “List” Screen (fig. 36).

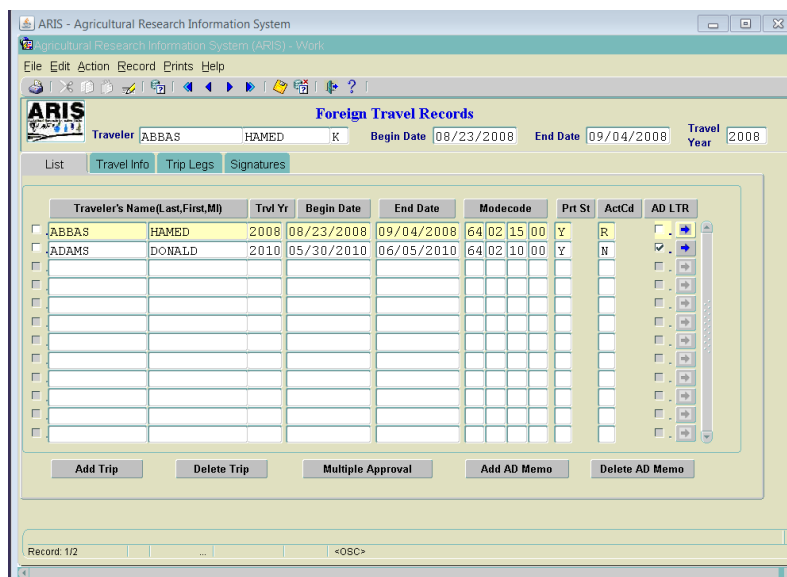


Figure 36 List Display

The requested record will be displayed (Fig. 37). Highlight the record to be modified, and go to the Travel Info, Trip Legs or Signature screen to make modifications as necessary.

Figure 37 Modification of "Active" record in "Work"

Enter comments pertaining to the change, make modifications and route the record for "Approval" as normal.

2.8 Cancellations

To cancel an approved Foreign Travel Record, select "Active", "Foreign Travel Records" from the main FTIS screen (Fig. 38)

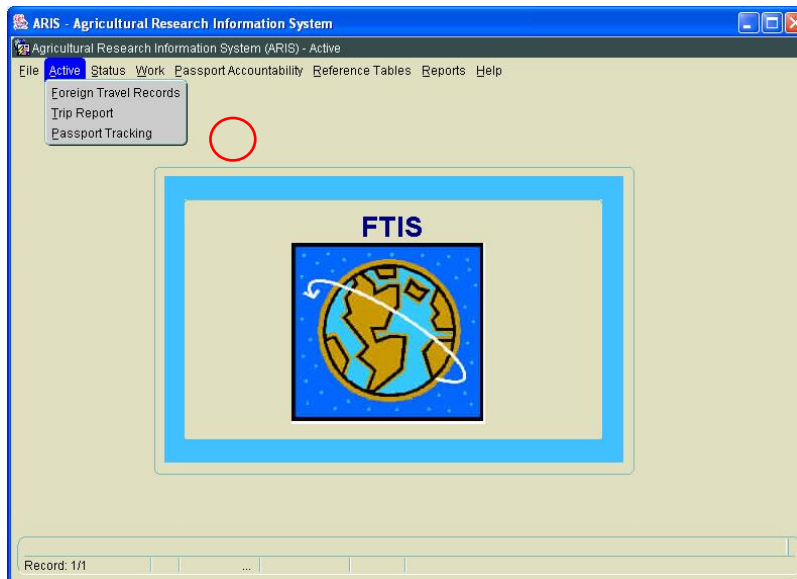


Figure 38 Active, Foreign Travel Records

A query screen is auto displayed. Enter the necessary information to obtain the trip that requires cancellation (fig. 39). Once all data is entered, select the Execute Query icon.

Foreign Travel Records

Traveler: _____ Begin Date: _____ End Date: _____ Travel Year: _____

Query

Traveler Name (Last,First,Mi,Suffix): GADGIL PRINI ARS Non ARS

Traveler's Title: _____ Action: ☐ New ☐ Cancel ☐ Revision

Duty Station: _____ Travel Year: _____ Duration: _____

Begin Date: _____ End Date: _____

Primary Country: _____ ? Passport Number: _____ ?

Modcode: 12 _____ ? Project No: _____ ?

Location Priority: _____ Area Priority: _____

Accounting Code: _____

Total ARS Cost: _____ Total Contrib Cost: _____ Total Trip Cost: _____

User Created: _____ Date Created: _____

User Last Mod: _____ Date Last Mod: _____

Remarks: _____

Record: 1/1

Figure 39 Query Screen

A list will be display with all trips that meet the search criteria. Mark the trip to be cancelled and select "Action", "Cancel Trip" from the toolbar (fig. 40).

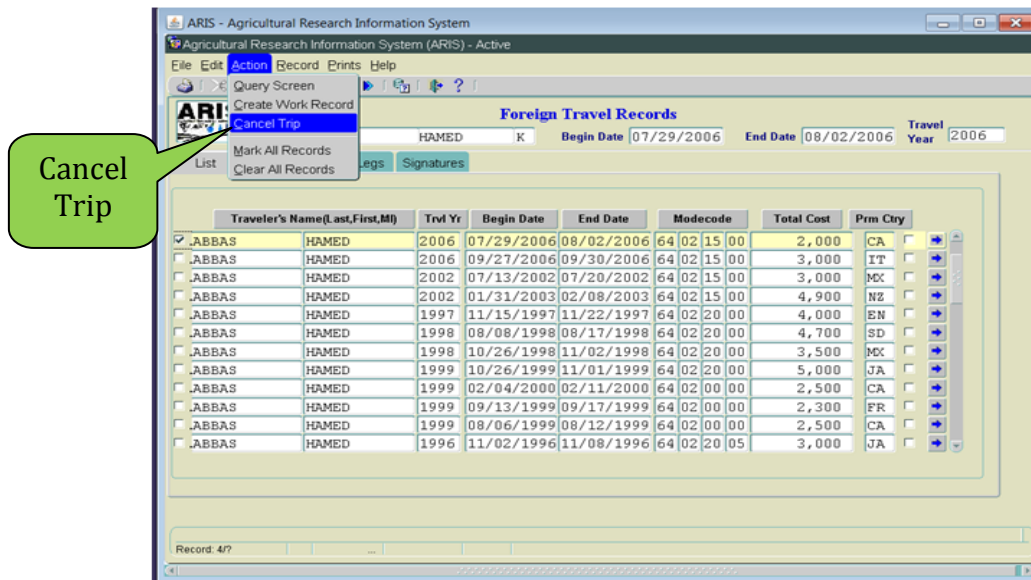


Figure 40 Query Display Screen

The cancel trip will create a new work record and a confirmation screen will display. Select YES (Fig. 41)

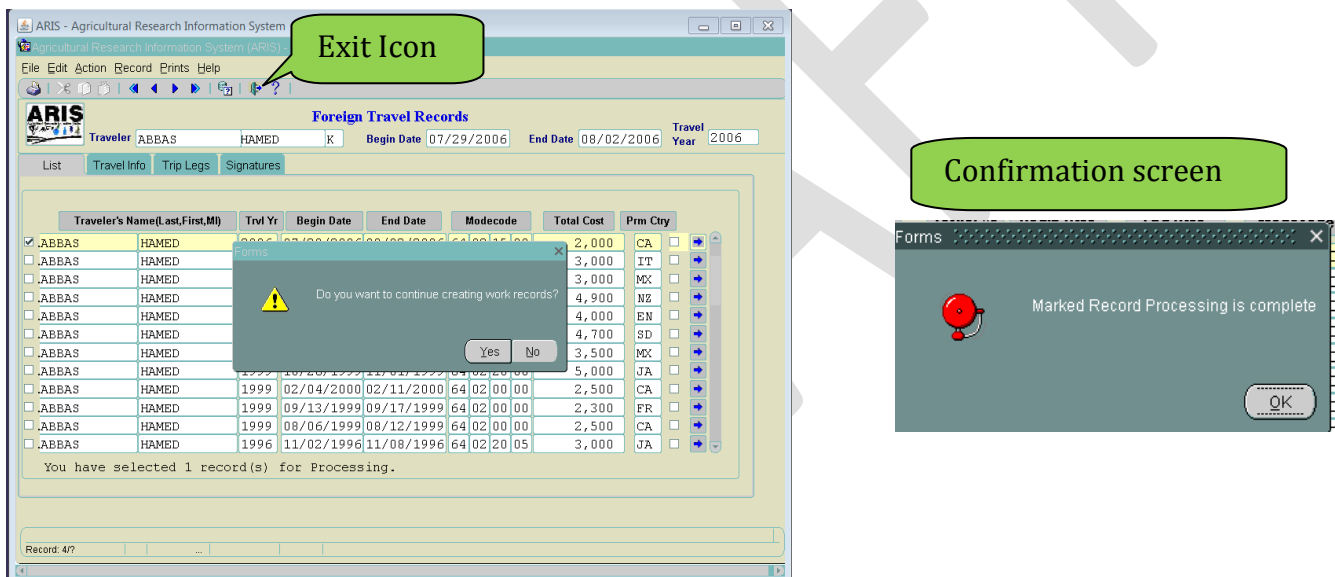


Figure 41 Cancel/Create new work record confirmation

Exit out of Active.

Select “Work” and “Foreign Travel Records” to access the record (fig. 42).

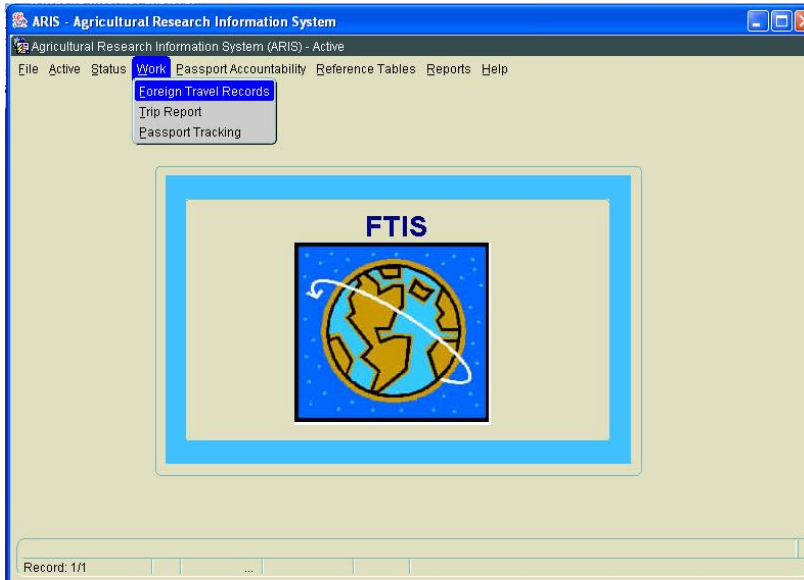


Figure 42 Cancelled Record moved to “Work”

Query or select the work record to be cancelled (fig. 43)

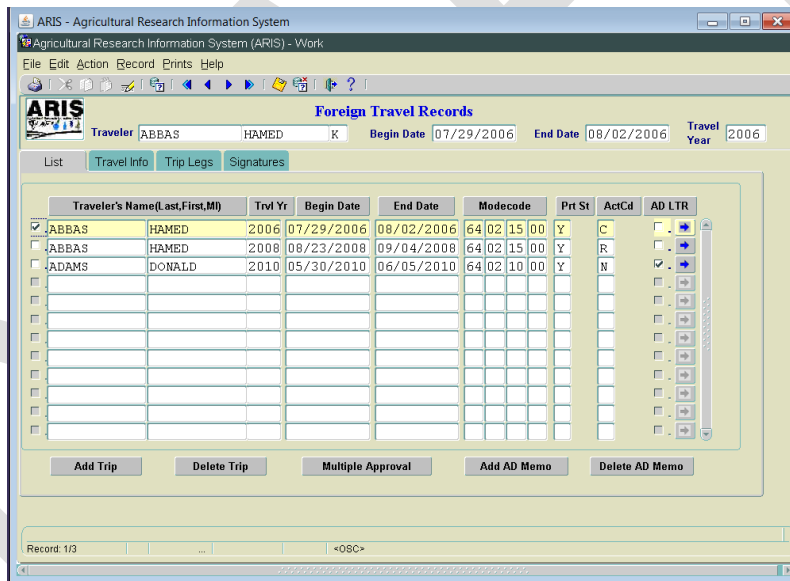


Figure 43 Select Cancelled Record

Select the Travel Info screen (fig. 44)

The screenshot shows the ARIS - Agricultural Research Information System interface. The title bar reads "ARIS - Agricultural Research Information System (ARIS) - Work". The menu bar includes "File", "Edit", "Action", "Record", "Prints", and "Help". The toolbar contains various icons for navigation and editing. The main window is titled "Foreign Travel Records" and has tabs for "List", "Travel Info", "Trip Legs", and "Signatures". The "Travel Info" tab is active. The form contains the following fields:

- *Traveler's Name (Last,First,MI,Suffix): HELTING CHARLES S
- *Begin Date: 04/01/1991
- *End Date: 04/05/1991
- *Travel Year: 1991
- *Title: SOIL SCIENTIST
- *Phone: 301-344-3537
- *Duration: 0005 days
- *Duty Station: BELTSVILLE, MD
- *Action Code: Cancel Trip (highlighted by a green callout bubble)
- *Modecode: 12 75 47 00 ?
- *Project No: 0500 00008 003 00 D ?
- *Accounting Code: 101 1275 147
- *Location Priority: 0000
- *Area Priority: 0000
- Total ARS Cost: 0
- Total Contrib Cost: 1,800
- Total Cost: \$1,800
- Passport No.: 000000000 ?
- Comments: (empty text area)

At the bottom, it says "Record: 1/1" and "<OSC>".

Figure 44 Cancelled Record

Enter Comments pertaining to cancellation and route record for "Approval" as normal, once approved the trip is confirmed cancelled.

NOTE: Records selected in "Active" for modification or cancellations are not committed until approved through all levels. If you have selected a record in error, from the "List" screen, you can delete the trip and it will remove **ONLY** the modification/cancellation request it will not delete the "Active" original Trip record.

3 Trip Reports

In order to add a Trip Report, from the FTIS main screen, select “Work” and “Trip Report” from the toolbar (fig. 45).

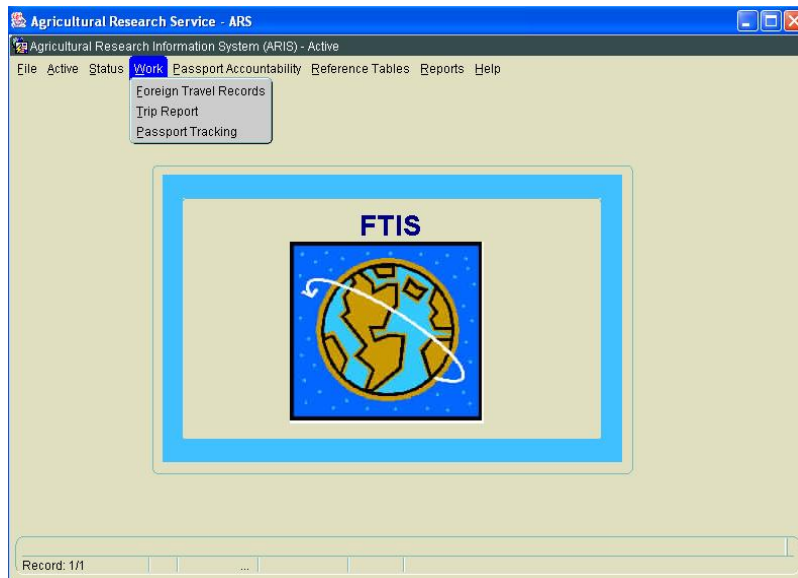


Figure 45 New Trip Report

The Foreign Travel Trip Reports List screen will be displayed. Trip Reports already created (at your level) will be displayed (fig. 46). Select “Action/Query” or the Query Icon to search for a specific trip report already in process.

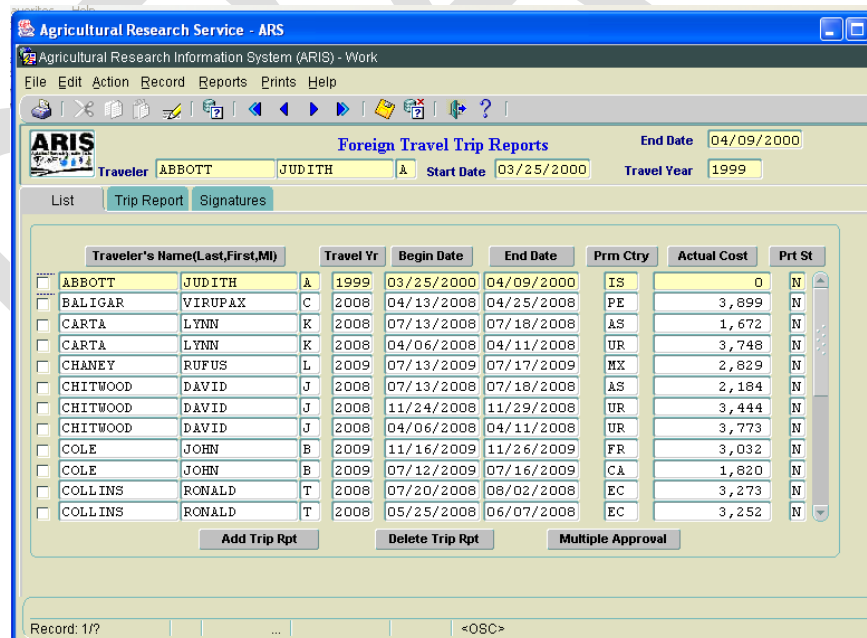


Figure 46 Add Trip Report

For all **NEW** trip reports, select “Add Trip Rpt”. The “Add Trip Rpt” option opens a query screen (fig. 47). *NOTE: Only trips that do not have a trip report in process will be displayed.* Select the traveler/trip and OK.

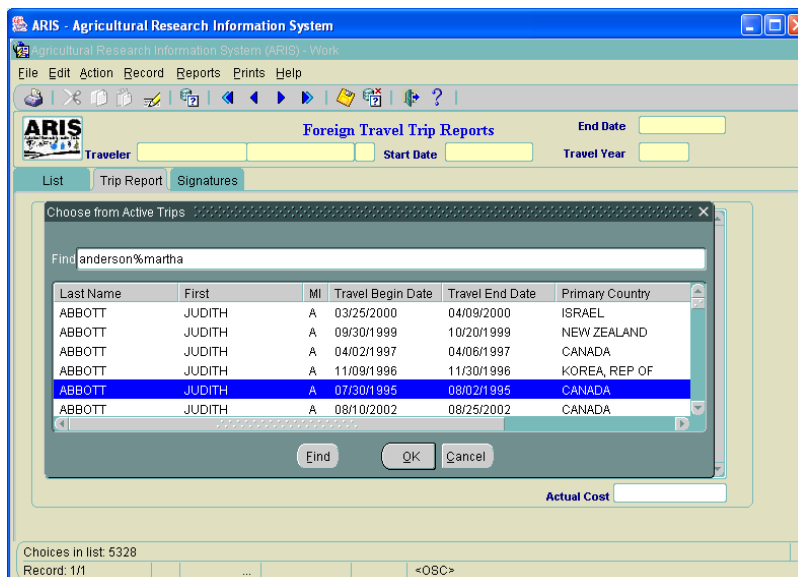


Figure 47 Traveler/Trip Search

Enter the trip report information by directly typing in the space provided or copy/paste into the space. In addition, the Actual Cost of the trip should be entered. When complete, save (fig. 48).

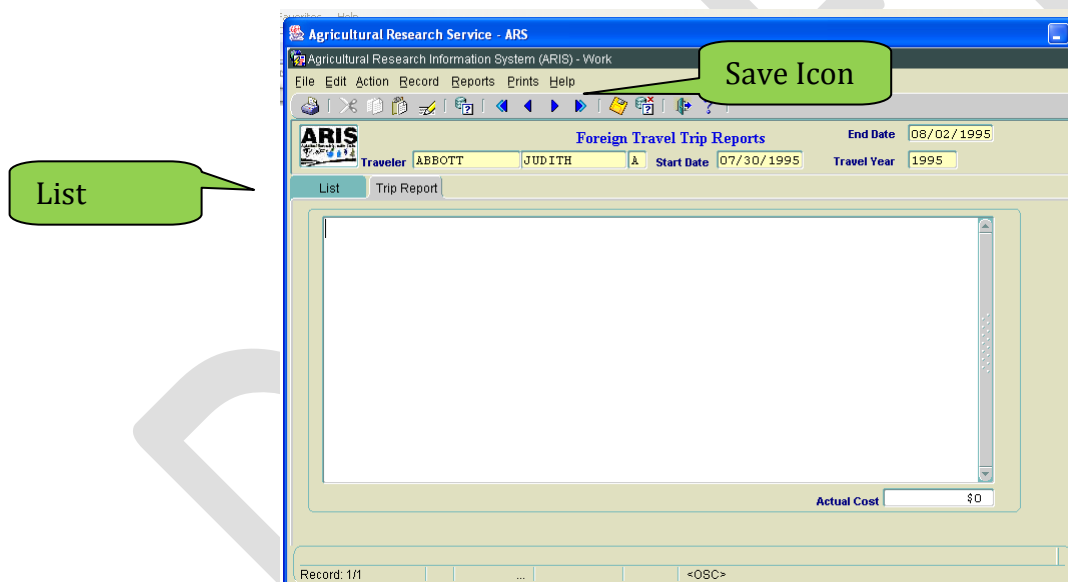


Figure 48 Enter Trip Report

Once saved, select the List Screen.

The new trip report is now on the list, and the "Trip Report" and "Signatures" screens are displayed. Select the "Signatures" screen and enter the name(s) of the approving individuals, save.

In order to print the Trip Report, select "Prints" and "Trip Report" from the toolbar (fig. 49). Adobe Acrobat will automatically display the Trip Report. To print, select the Printer icon.

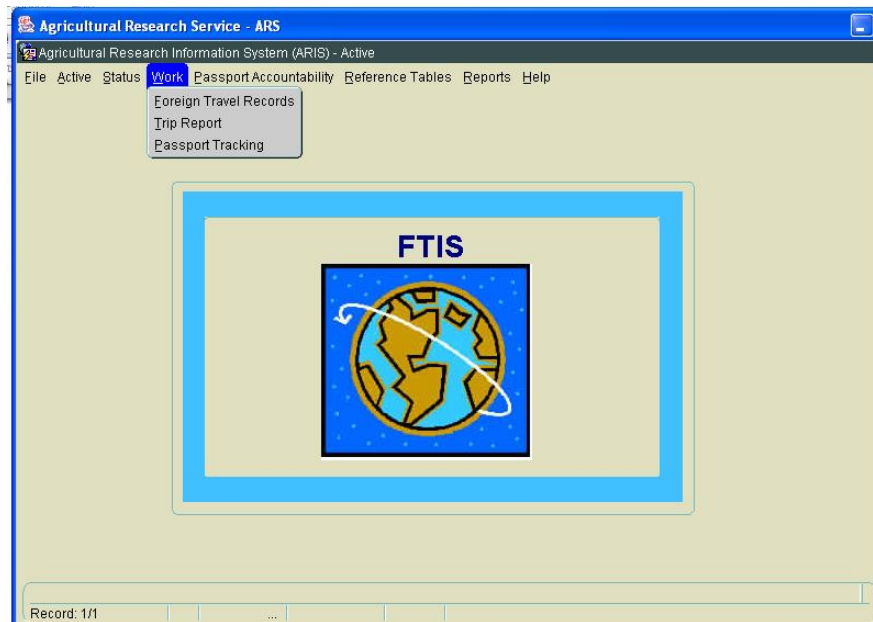


Figure 50 Passport Tracking

The Passport Tracking List screen will be displayed (fig. 51).

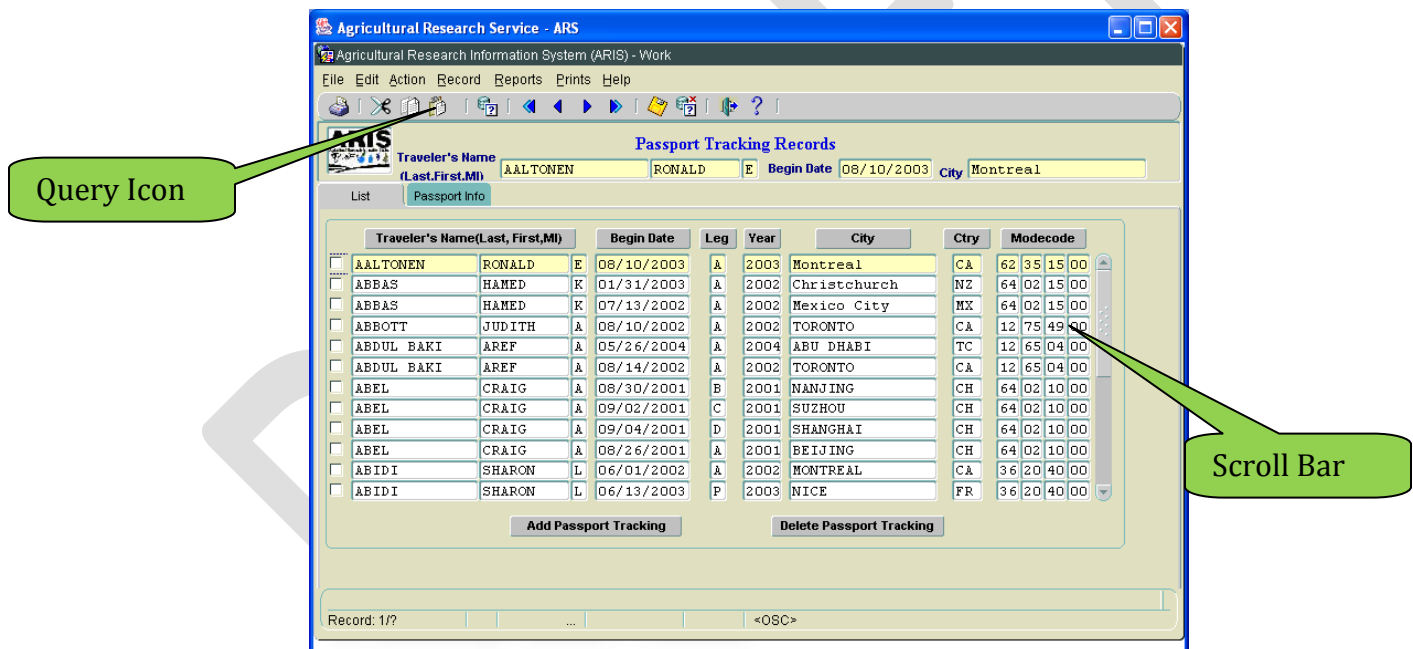


Figure 51 Passport List

To find a particular traveler or passport record, select the Query icon and a query screen will be displayed (fig. 52).

Query

Traveler's Name (Last,First,Mi) ? Travel Year

Leg Code Begin Date End Date

City Country ?

Modecode ? Duty Station

Action Required

Passport No Exp Date

DSP-11 DSP-82

Area AD 121 Date HQ AD 121 Date Rec

AD 121 Date Forw FAS Country Clearance Date Area Rec

Country Clearance Date Forw FAS Country Clearance Notif Date Rec

State Post Clear Date Act Compl Release Date

User Created Date Created

User Last Mod Date Last Mod

Comments Status

Record: 1/1

Figure 52 Query Screen

Enter the search criteria and select Execute. The system will be displayed all records that meet the criteria (fig. 53).

Note: Search criteria may be name, mode code, country ect.

Passport Info

Traveler's Name (Last,First,Mi) SMITH BARBARA J Begin Date 08/18/2002 City HALIFAX

List Passport Info

	Traveler's Name (Last, First, MI)	Begin Date	Leg	Year	City	Ctry	Modecode
<input type="checkbox"/>	SMITH BARBARA J	08/18/2002	A	2002	HALIFAX	CA	64 04 05 00
<input type="checkbox"/>	SMITH BARBARA J	08/21/2002	B	2002	SIMCOE	CA	64 04 05 00
<input type="checkbox"/>	SMITH JAMES R	03/06/2004	B	2003	Londrina	BR	64 02 15 00
<input type="checkbox"/>	SMITH JAMES R	02/29/2004	A	2003	Iguassu Falls	BR	64 02 15 00
<input type="checkbox"/>	SMITH JEFFREY L	08/18/2006	A	2006	vienna	AU	53 48 25 00
<input type="checkbox"/>	SMITH JEFFREY L	08/21/2004	A	2004	Cancun	MX	53 48 25 00
<input type="checkbox"/>	SMITH JEFFREY L	04/17/2004	A	2004	OTTAWA	CA	53 48 25 00
<input type="checkbox"/>	SMITH JEFFREY L	08/06/2005	A	2005	Montreal	CA	53 48 25 00
<input type="checkbox"/>	SMITH JEFFREY M	10/05/2001	A	2001	TOKYO	JA	19 31 05 05
<input type="checkbox"/>	SMITH LEWIS W	04/25/2002	D	2002	Terciera	AZ	02 08 00 00
<input type="checkbox"/>	SMITH LEWIS W	07/21/2002	A	2002	Quebec City	CA	02 08 00 00
<input type="checkbox"/>	SMITH LEWIS W	04/20/2002	A	2002	Terceira	AZ	02 08 00 00

Add Passport Tracking Delete Passport Tracking

Record: 1/7

Figure 53 Display Screen

To view the tracking information, select the box to the left of the name and select "Passport Info". The Passport Tracking record will be displayed (fig. 54/55).

Agricultural Research Service - ARS
 Agricultural Research Information System (ARIS) - Work

File Edit Action Record Reports Prints Help

Passport Tracking Records

Traveler's Name (Last,First,Mi) SMITH BARBARA J Begin Date 08/18/2002 City HALIFAX

List Passport Info

*Traveler's Name SMITH BARBARA J ? Travel Year 2002
 *Leg Code A *Begin Date 08/18/2002 *End Date 08/20/2002
 *City HALIFAX *Country CANADA ?
 Modecode 64 04 05 00 Duty Station POPLARVILLE, MS

*Action Required
 Issuance If "R" - Passport No 800999608 Exp Date
 If "I" - DSP-11 Yes OR DSP-82

Area Office sends AD-121 to HQ HQ receives AD-121
 AD-121 forwarded to FAS Country Clearance received from Area
 Country Clearance forwarded to FAS Country Clearance Notification received
 State/Post Clearance Recvd Date Action completed & released to traveler

Comments

Record: 1/1 <OSC>

Figure 54 Tracking information

Agricultural Research Service - ARS
 Agricultural Research Information System (ARIS) - Active

File Edit Action Record Prints Help

Passport Tracking Records

Traveler's Name (Last,First,Mi) ABBOTT JUDITH A Begin Date 03/25/2000 City JERUSALEM

List Passport Info

Travel Year 1999 Leg Code A Begin Date 03/25/2000 End Date 04/09/2000
 City JERUSALEM Country ISRAEL
 Modecode 12 75 49 00 Duty Station BELTSVILLE, MD

Action Required
 Revalidation If "R" - Passport No 801257685 Exp Date 08/30/2004
 If "I" - DSP-11 OR DSP-82

Area Office sends AD-121 to HQ 02/17/2000 HQ receives AD-121 02/17/2000
 AD-121 forwarded to FAS 02/17/2000 Country Clearance received from Area 02/17/2000
 Country Clearance forwarded to FAS 02/17/2000 Country Clearance Notification received 02/17/2000
 State/Post Clearance Recvd Date 02/24/2000 Action completed & released to traveler 03/01/2000

Comments

Record: 1/1

Figure 55 Completed Passport Tracking Record in Active

4.2 Adding a Record to "Work"

FTIS will allow you to add a record to Passport Tracking, however, the Passport tracking record is created when a Foreign Travel Record is created and approved. Missing passport tracking records may be the result of unapproved Foreign Travel Records. There should not be a need to add a new Passport Tracking record, however if required: Choose "Add Passport Tracking" from the Passport Tracking Records page (fig. 56)

ARIS Agricultural Research Service - ARS
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Reports Prints Help

Passport Tracking Records

Traveler's Name (Last,First,MI) SMITH BARBARA J Begin Date 08/18/2002 City HALIFAX

List Passport Info

Traveler's Name (Last, First, MI)	Begin Date	Leg	Year	City	Ctry	Modecode
SMITH BARBARA J	08/18/2002	A	2002	HALIFAX	CA	64 04 05 00
SMITH BARBARA J	08/21/2002	B	2002	SIMCOE	CA	64 04 05 00
SMITH JAMES R	03/06/2004	B	2003	Londrina	BR	64 02 15 00
SMITH JAMES R	02/29/2004	A	2003	Iguassu Falls	BR	64 02 15 00
SMITH JEFFREY L	08/18/2006	A	2006	vienna	AU	53 48 25 00
SMITH JEFFREY L	08/21/2004	A	2004	Cancun	MX	53 48 25 00
SMITH JEFFREY L	04/17/2004	A	2004	OTTAWA	CA	53 48 25 00
SMITH JEFFREY L	08/06/2005	A	2005	Montreal	CA	53 48 25 00
SMITH JEFFREY M	10/05/2001	A	2001	TOKYO	JA	19 31 05 05
SMITH LEWIS W	04/25/2002	D	2002	Terciera	AZ	02 08 00 00
SMITH LEWIS W	07/21/2002	A	2002	Quebec City	CA	02 08 00 00
SMITH LEWIS W	04/20/2002	A	2002	Terceira	AZ	02 08 00 00

Add Passport Tracking Delete Passport Tracking

Record: 1/7 <OSC>

Add New Record

Figure 56 Add new record

Choose the “?” after the traveler’s name to conduct a name search, a “Personnel Reference” search page will be displayed (fig. 57)

ARIS Agricultural Research Service - ARS
Agricultural Research Information System (ARIS) - Work
File Edit Action Record Reports Prints Help

Passport Tracking Records

Traveler's Name (Last,First,MI) Begin Date City

List Passport Info

*Traveler's Name (Last,First,MI) ? *Begin Date *City *Country *Duty Station

*Leg Code *Modecode *Action Required

Personnel Reference

Find %

Last Name	First	MI	MC				
A HEARN	BENJAMIN	M	36	25	30	45	
AAGAARD	PATRICIA	J	12	65	35	00	
AALBU	ROLF	L	62	40	05	00	
AALTONEN	RONALD	E	62	35	15	00	
AARSTAD	DANIEL	C	53	54	10	00	
AARSTAD	JOHN	S	53	54	10	00	
AARSTAD	LINDA	L	53	54	10	00	

Choices in list: 34525
Record: 1/1

Find OK Cancel

Name Search

Enter Name

Figure 57 Name Search

Type in the traveler’s last name by the “%” and select “Find” a similar name list will be displayed, to search for first and last name use the % between the names Smith%John. Once identified select “OK,” (Fig. 58)

The screenshot shows the 'Passport Tracking Records' form within the 'Agricultural Research Information System (ARIS) - Work' application. The form includes the following fields and sections:

- Traveler's Name (Last, First, MI):** ACOCK BASIL
- Leg Code:** [Empty]
- Begin Date:** [Empty]
- City:** [Empty]
- Country:** [Empty]
- Modecode:** 12 70 15 00
- Duty Station:** [Empty]
- Action Required:** [Empty]
- Exp Date:** [Empty]
- Tracking Checkboxes:**
 - Area Office sends AD-121 to HQ
 - AD-121 forwarded to FAS
 - Country Clearance forwarded to FAS
 - State/Post Clearance Recvd Date
 - HQ receives AD-121
 - Country Clearance received from Area
 - Country Clearance Notification received
 - Action completed & released to traveler
- Comments:** [Empty text area]

Callouts in the image identify the 'Record Save' button, the 'Save Icon' in the toolbar, and the 'Record Tracking Module' section.

Figure 58 New Tracking Record

Record tracking of actions is required;

1. The Area will enter the date of when the AD-121 was sent to HQ (TRSB).
2. Once information has been completed and saved FTIS will auto forward the record to TRSB or choose "Action" and "Release to TRSB."
3. Once released to TRSB, TRSB will update the record accordingly; each entry when updated must be saved.
4. Records will route to the "Active" file when "Action completed & Released to Traveler" is entered and the record saved.

The system will automatically enter the traveler's name and mode code. Complete all required and optional fields and save the record by selecting "Record" from the drop down menu and "Save", or select the save icon.

Once saved, a confirmation message will be displayed indicating the "transaction has been completed and one record has been saved". When ready forward the record to TRSB for processing by selecting "Action" from the drop down menu and "Release to TRSB." Only TRSB will have the capability to update the record accordingly.

5 Passport Accountability Records

Passport Accountability Records is used to track official passports for ARS and NIFA (CSREES), ERS and NASS have their own in Agency Tracking system. Since all REE Agencies retain their own passports, a tracking system is required by the Foreign Agriculture Service (FAS), International Travel Section (ITS). FAS, ITS allows REE agencies to retain passports instead of returning them to ITS.

Maintenance of Passport Accountability is at the TRSB Level only.

From the main FTIS main, choose "Passport Accountability." Select the appropriate agency from the drop down menu (ARS, NIFA (CSREES) (fig 59).

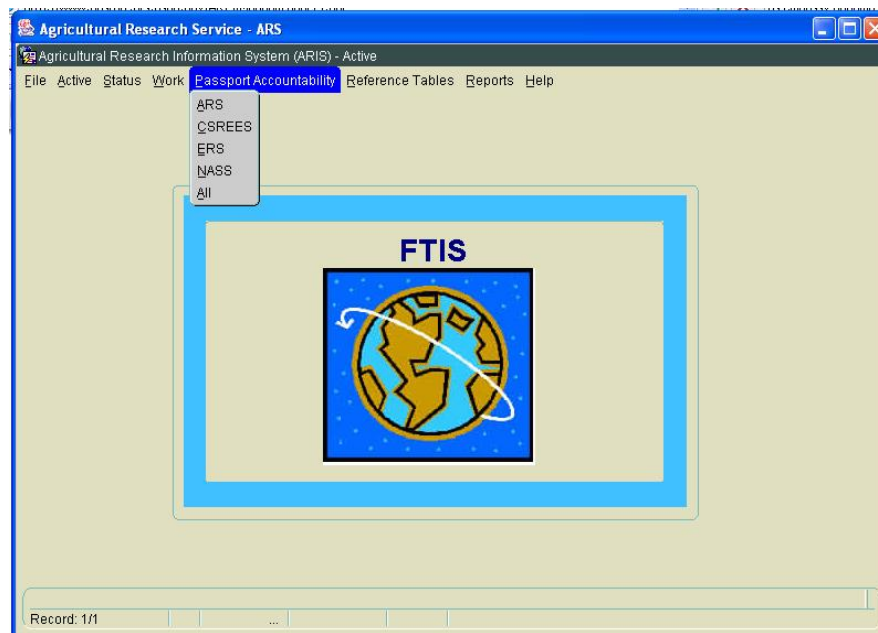


Figure 59 Passport Accountability

5.1 Query for a specific Passport or Traveler

5.1.1 ARS

Enter Passport number or query by Name % once the query items are selected select “Query/Execute” (Fig. 60). Or query a record by choosing the (?) after the Name field. (note: only ARS displays the name query icon (?))

Figure 60 Passport Accountability query

Records that match your query will be displayed (Fig. 61)

The screenshot shows the 'Agricultural Research Service - ARS' window with the 'Passport Accountability Records' form. The 'List' tab is active, displaying a table of records. The table has columns for 'Passport No', 'Traveler's Name (Last, First, MI, Suffix)', 'Expiration Date', and 'Passport Status'. The first record is highlighted in yellow.

Passport No	Traveler's Name (Last, First, MI, Suffix)	Expiration Date	Passport Status
801621185	AALTONEN, RONALD E	03/13/2008	Traveler
801434461	AALTONEN, RONALD E	06/10/2006	Retention Office
802174935	ABBAS, HAMED K	05/21/2011	Area Office
801902835	ABBEY, MICHAEL E	03/16/2010	Area Office
801518520	ABDUL BAKI, AREF A	03/14/2007	Headquarters
820012668	ABEL, CRAIG A	09/07/2011	Area Office
820422917	ACEVEDO, MARICELIS	02/25/2014	FSA
820148147	ACOSTA MARTINEZ, VERONICA	05/10/2012	Retention Office
801752624	ADAM, NEAL R	05/31/2009	Area Office
802180143	ADAMCZYK JR, JOHN J	06/11/2011	Retention Office
801766013	ADAMS, JAMES R	04/08/2009	FSA
802005526	ADAMS, KRISTINA M	08/01/2010	Area Office

Buttons at the bottom: Add Passport, Delete Passport. Record: 1/2.

Figure 61 Name List

It is the Area office's responsibility to ensure that all Passport Accountability records are current and up to date. Notify TRSB of any passport record which require the following action:

- Deletion of old expired or duplicate passport records
- Deletion of passport records for individuals no longer with the Agency
- Updating of existing records with new passport numbers and expiration dates

The Passport Custodian has the capability to update the "Passport Status" field (Fig. 62)

- Ensure Passport Status location is current
- Passport Custodian will show Passport Status as sent to HQ when appropriate
- TRSB will update this field identifying the location while the passport is in process

The screenshot shows the 'Agricultural Research Service - ARS' window with the 'Passport Accountability Records' form. The 'Passport Info' tab is active, displaying a form for a specific record. The 'Traveler's Name' is 'AALTONEN, RONALD E' and the 'Passport No' is '801621185'. The 'Agency' is 'ARS'. The 'Expiration Date' is '03/13/2008' and the 'Issue Date' is '03/14/2003'. The 'Passport Status' is 'Traveler'. The 'Projected Return Date' is 'Passport Retention Office'. The 'Comment' field contains: 'Area Office (if different from Retention Off)', 'Headquarters (if different from Retention Off)', and 'FSA (International Travel Section)'.

Buttons at the bottom: Record: 1/1, <OSC>

Figure 62 Passport Status

5.1.2 NIFA (CSREES)

Enter Passport number or query by Name; once the search criteria are entered select “Query/Execute” (fig. 63).

Query/Execute

Passport #

Name Query

Record: 1/1

Figure 63 Passport Accountability query

Passports matching your query will be displayed (fig. 64).

Passport No	Traveler's Name (Last, First, MI, Suffix)	Expiration Date	Passport Status
801621185	AALTONEN RONALD E	03/13/2008	Traveler
801434461	AALTONEN RONALD E	06/10/2006	Retention Office
802174935	ABBAS HAMED K	05/21/2011	Area Office
801902835	ABBEY MICHAEL E	03/16/2010	Area Office
801518520	ABDUL BAKI AREF A	03/14/2007	Headquarters
820012668	ABEL CRAIG A	09/07/2011	Area Office
820422917	ACEVEDO MARICELIS	02/25/2014	FSA
820148147	ACOSTA MARTINEZ VERONICA	05/10/2012	Retention Office
801752624	ADAM NEAL R	05/31/2009	Area Office
802180143	ADAMCZYK JR JOHN J	06/11/2011	Retention Office
801766013	ADAMS JAMES R	04/08/2009	FSA
802005526	ADAMS KRISTINA M	08/01/2010	Area Office

Record: 1/7

Figure 64 Name List

The NIFA Travel Office has TRSB level access and will update their passports as required to include:

- Ensuring that all Passport Accountability records are current and up to date
- Deletion of old expired or duplicate passport records
- Deletion of passport records for individuals no longer with the Agency
- Updating of existing records with new passport numbers and expiration dates
- Ensure Passport Status location is current (Fig. 65)

Figure 65 Passport Status

5.2 Display/Print

To obtain a list of all passports in your area of responsibility choose “Passport Accountability” and Agency (fig. 66)

Figure 66

Enter to display ALL passports under your view, to limit the display search by Mode Code or Name. Once your search data has been entered select “Query/Execute” or the Execute Icon (Fig. 67).

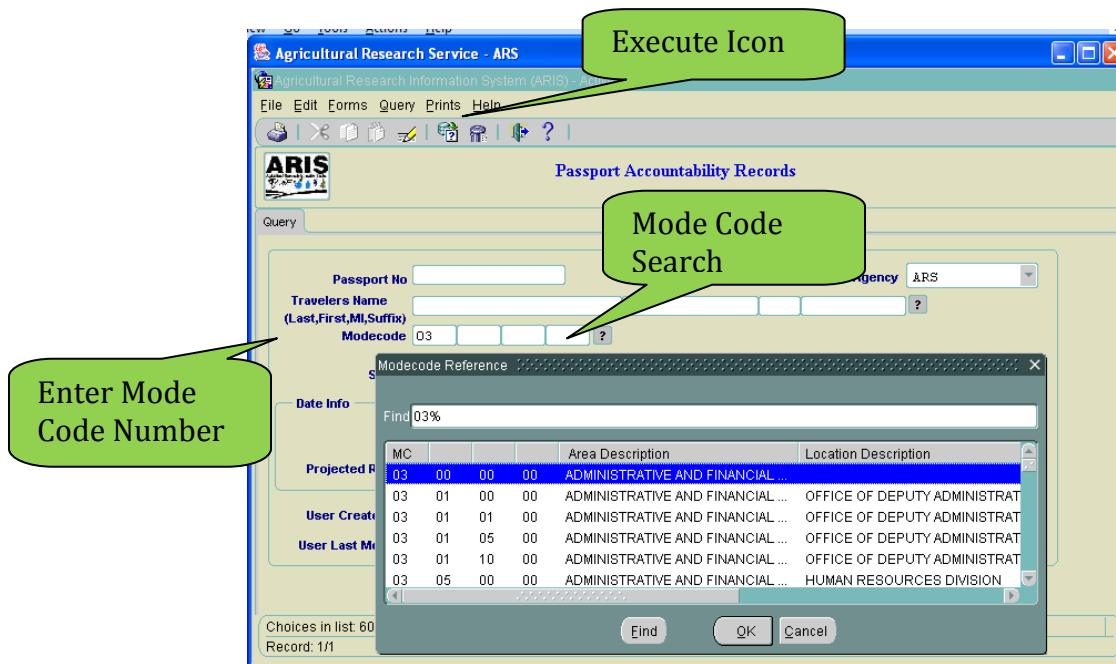


Figure 67 Query Search by Mode code

All data matching your query will be displayed (fig. 68)

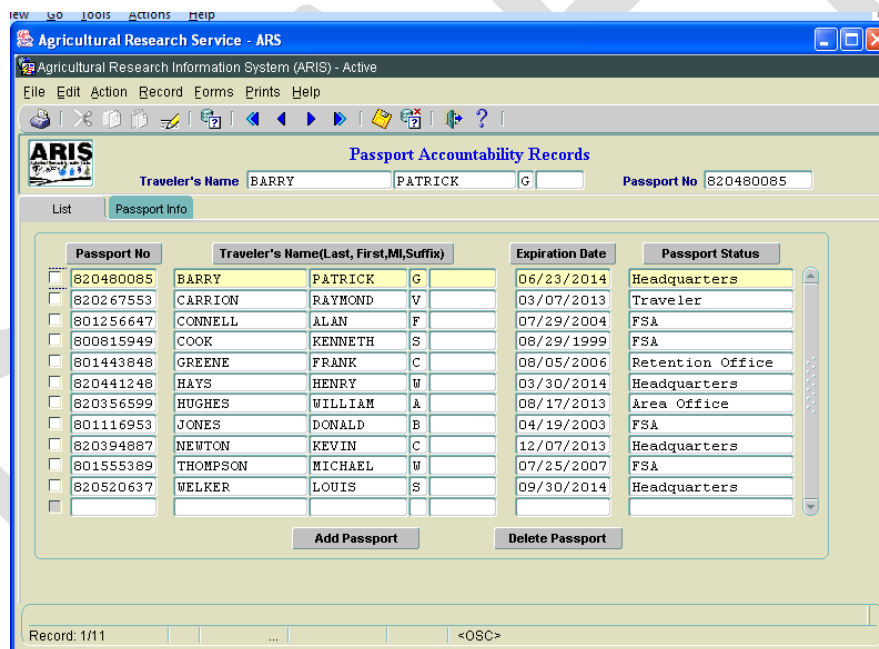


Figure 68 Passport Listing

To print/display, all items select "Action/Mark all records" for individual selection choose the Passport record by selecting the box to the left of the name (fig. 69), "Prints" will open up a new print window allowing you to print as normal.

Agricultural Research Service - ARS
Agricultural Research Information System (ARIS) - Active

File Edit Action Record Forms Prints Help

Query Screen
Create Receipt
Mark All Records
Clear All Records

Print or Display

Passport Accountability Records

Name BARRY PATRICK G Passport No 820480085

Passport No	Traveler's Name (Last, First, MI, Suffix)				Expiration Date	Passport Status
<input type="checkbox"/> 820480085	BARRY	PATRICK	G		06/23/2014	Headquarters
<input type="checkbox"/> 820267553	CARRION	RAYMOND	V		03/07/2013	Traveler
<input type="checkbox"/> 801256647	CONNELL	ALAN	F		07/29/2004	FSA
<input type="checkbox"/> 800815949	COOK	KENNETH	S		08/29/1999	FSA
<input type="checkbox"/> 801443848	GREENE	FRANK	C		08/05/2006	Retention Office
<input type="checkbox"/> 820441248	HAYS	HENRY	W		03/30/2014	Headquarters
<input type="checkbox"/> 820356599	HUGHES	WILLIAM	A		08/17/2013	Area Office
<input type="checkbox"/> 801116953	JONES	DONALD	B		04/19/2003	FSA
<input type="checkbox"/> 820394887	NEWTON	KEVIN	C		12/07/2013	Headquarters
<input type="checkbox"/> 80155389	THOMPSON	MICHAEL	W		07/25/2007	FSA
<input type="checkbox"/> 820520637	WELKER	LOUIS	S		09/30/2014	Headquarters

Add Passport Delete Passport

Record: 1/11 <OSC>

Figure 69 Mark all Records

5.2.1 Print Options-Sample Reports

Report by Area

03/02/2010

Agricultural Research Service
Agricultural Research Information System
Foreign Travel Information System
Passport Report by Area

Page: 1

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Passport Num	Holder	Trans Date	Expire Date	Status
820480085	BARRY PATRICK G	06/26/2009	06/23/2014	Headquarters
801443848	GREENE FRANK C	05/18/2007	08/05/2006	Retention Office
820356599	HUGHES WILLIAM A	08/25/2008	08/17/2013	Area Office
820520637	WELKER LOUIS S	10/06/2009	09/30/2014	Headquarters
801256647	CONNELL ALAN F	05/18/2007	07/29/2004	FSA
820394887	NEWTON KEVIN C	10/06/2009	12/07/2013	Headquarters

ADMINISTRATIVE AND FINANCIAL MANAGEMENT

Passport Num	Holder	Trans Date	Expire Date	Status
800815949	COOK KENNETH S	05/18/2007	08/29/1999	FSA
801116953	JONES DONALD B	05/18/2007	04/19/2003	FSA
820267553	CARRION RAYMOND V	03/11/2008	03/07/2013	Traveler

ADMINISTRATIVE MANAGEMENT

Passport Num	Holder	Trans Date	Expire Date	Status
--------------	--------	------------	-------------	--------

Traveler Passport

03/02/2010	Agricultural Research Service Agricultural Research Information System Foreign Travel Information System Official Passport Accountability	Page: 1
Passport Holder:	BARRY PATRICK G	Agency: ARS
Status of the Passport	Headquarters	
Passport Number:	820480085	Expiration Date: 06/23/2014
Passport Location:		Limit Date:
Project Return Date:		Issue Date: 06/24/2009
ModeCode:	Description:	
0318-01-00	ADMINISTRATIVE AND FINANCIAL MANAGEMENT FACILITIES DIVISION OFFICE OF DIRECTOR	
Remarks:		
Passport Holder:	CARRION RAYMOND V	Agency: ARS
Status of the Passport	Traveler	
Passport Number:	820267553	Expiration Date: 03/07/2013
Passport Location:		Limit Date:
Project Return Date:		Issue Date: 03/08/2008
ModeCode:	Description:	
0318-10-15	ADMINISTRATIVE AND FINANCIAL MANAGEMENT FACILITIES DIVISION FACILITIES ENGINEERING BRANCH	

Create Receipt

03/02/2010	Agricultural Research Service Agricultural Research Information System Foreign Travel Information System Passport Accountability Receipt	Page: 1
Passport Holder:	BARRY PATRICK G	Agency: ARS
Passport Number:	820480085	
Status of the Passport	Headquarters	Expiration Date: 06/23/2014
		Limit Date:
		Issue Date: 06/24/2009
ModeCode:	Description:	
0318-01-00	ADMINISTRATIVE AND FINANCIAL MANAGEMENT FACILITIES DIVISION OFFICE OF DIRECTOR	
Signature: _____	Date: _____	

6 FTIS Reference Tables

Three Reference tables are available for use in the Foreign Travel Information System – “Non-Gov’t Travelers tables”, “Country” and “International Meeting Records” (fig. 70).

NOTE: Individuals who are no longer employed by ARS and are travelling on behalf of ARS must have a profile created in the “Non-Gov’t Travelers Table”, if an employee has left ARS do not use the profile which may still display under the employee search option.

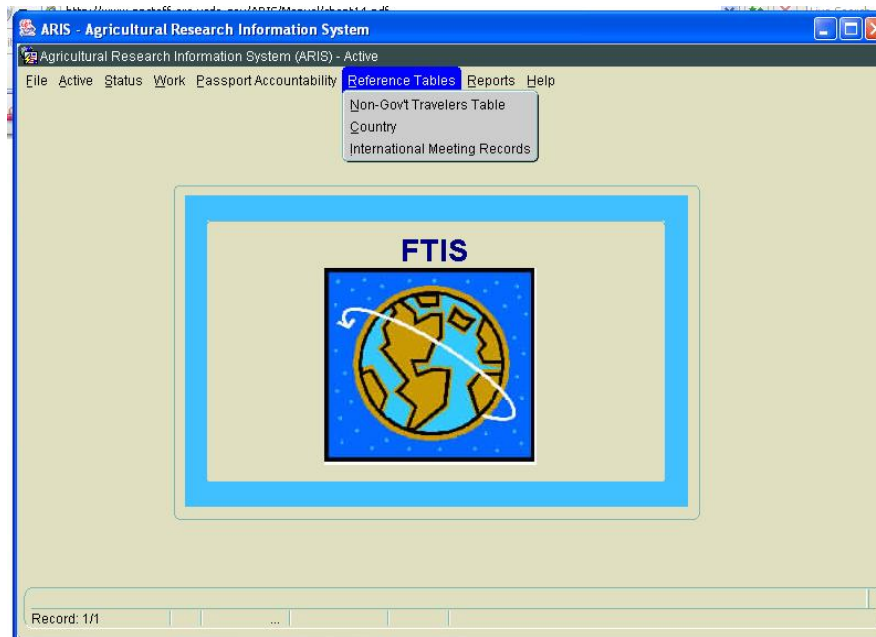


Figure 70 Reference Tables

6.1 Non-Gov't Travelers Table

Entry of new individual traveler information is available at every level, check with your Area Office to determine permissions for creation of new Non-Gov't Traveler Records. Notify TRSB for records that are identified as Obsolete.

6.1.1 New Traveler Record

Used for travelers who do not have a profile in the FTIS system. Creating a profile allows entry of Foreign Travel Records and Trip Reports for Non-Gov't Traveler.

Select "Action/Query Screen" to search for Travelers Name. (Fig. 71)

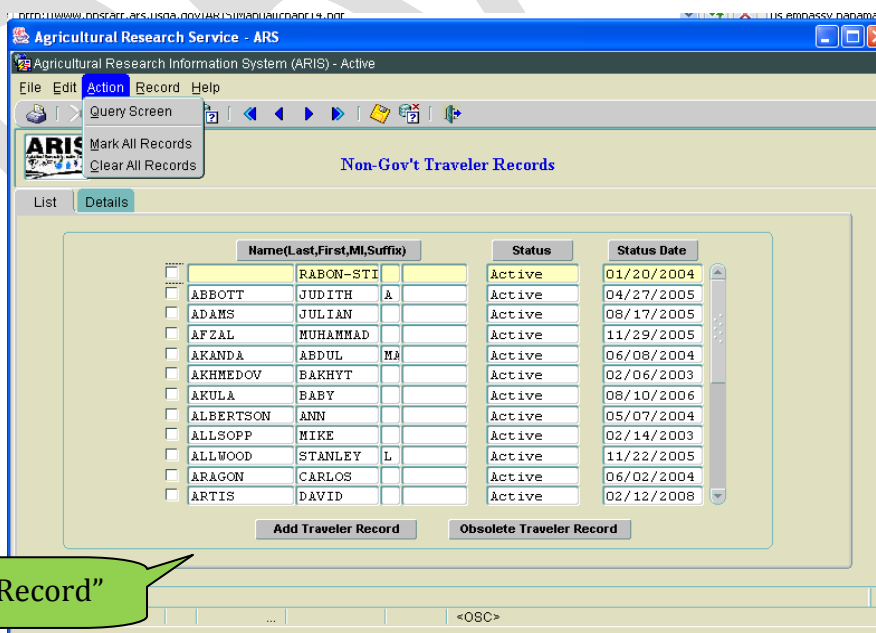


Figure 71 Query Screen

If traveler does not display, select "Add Traveler Record" to create new profile. Traveler information is minimum, enter Name and Social Security Number, select save. (fig. 72)

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Help

ARIS

Non-Gov't Traveler Records

List Details

*Name (Honorific, Last, First, Middle, Suffix)

*SSN

Status Code: Active

Status Date: 03/08/2010

User Created Date Created

User Last Mod Date Last Mod

Record: 1/1 <OSC>

Save Icon

Figure 72 Create new Non-Gov't Traveler profile

6.1.2 Obsolete Profiles

Travel Profiles which are no longer required may have their "Status Code" changed to Obsolete (obsolete, profiles will not display when queried by name, however a query on "Status Obsolete" will be displayed all obsolete profiles) (fig. 73/74).

Only TRSB has the authority to convert an Active profile to Obsolete, please notify TRSB of any Non-Gov't profile changes.

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Help

ARIS

Non-Gov't Employee Records

List Details

Name (Last, First, MI, Suffix)	Status	Status Date
<input type="checkbox"/> PADILHA TERZINHA	Active	03/08/2010
<input type="checkbox"/> POWELL REX L	Active	07/02/2009
<input type="checkbox"/> SONG QIJIAN	Active	06/30/2009
<input type="checkbox"/> WEHNER TODD C	Active	05/29/2008
<input type="checkbox"/> VICO IVANA	Active	04/08/2008
<input type="checkbox"/> WATERHOUSE ANDREW L	Active	02/27/2008
<input type="checkbox"/> NICKOLS-RICH SHARON M	Active	02/27/2008
<input type="checkbox"/> ARTIS DAVID	Active	02/12/2008
<input type="checkbox"/> SUGIMURA TAKASHI	Active	02/07/2008
<input type="checkbox"/> GUSTAFSON DEBORAH R	Active	01/29/2008
<input type="checkbox"/> SHARKEY JOSEPH R	Active	01/23/2008
<input type="checkbox"/> VITA JOSEPH A	Active	10/31/2007

Add Traveler Record Obsolete Traveler Record

Record: 1/2 <OSC>

Details

Obsolete Traveler Record

Figure 73 Obsolete Records

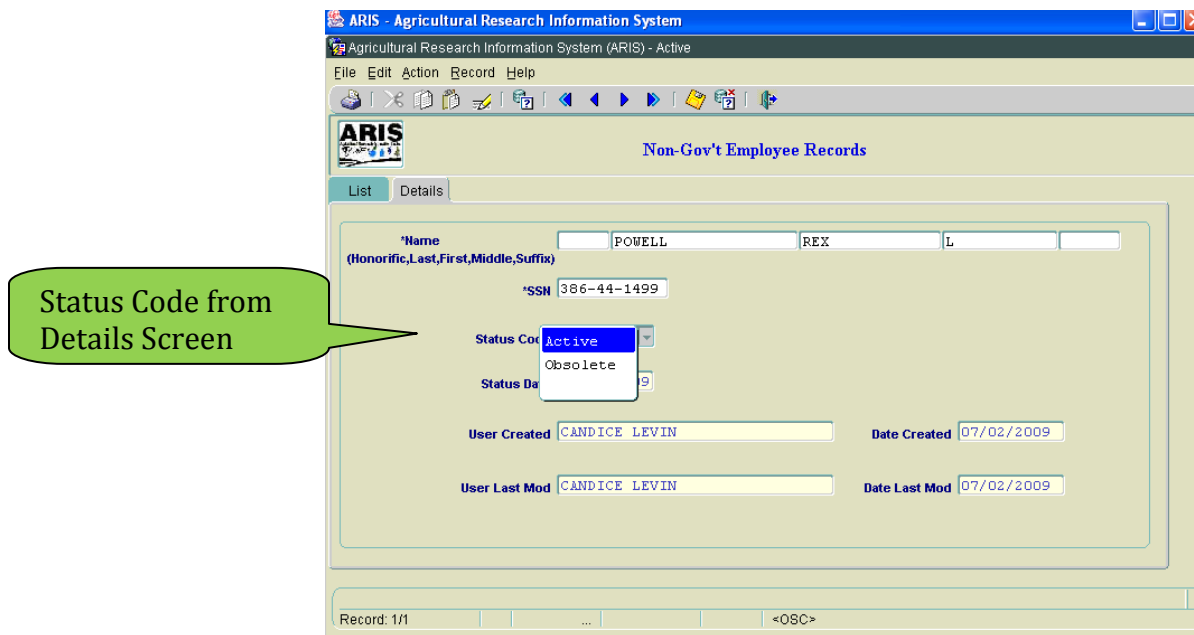


Figure 74 Details Screen

6.2 International Meeting Records

Calendar

FTIS utilizes a rule based calendar beginning on April 1st and ending on March 31st. For example travel in February 2010 is identified as travel year 2009, since April will be the beginning of the 2010 travel year.

The ARS travel office (TRSB) will enter into FTIS all International Meeting numbers, if the meeting you are attending is not listed, please contact TRSB.

To display the current listing of international meetings, select "Reference Tables" and "International Meeting Records" from the main FTIS screen. (fig. 75)

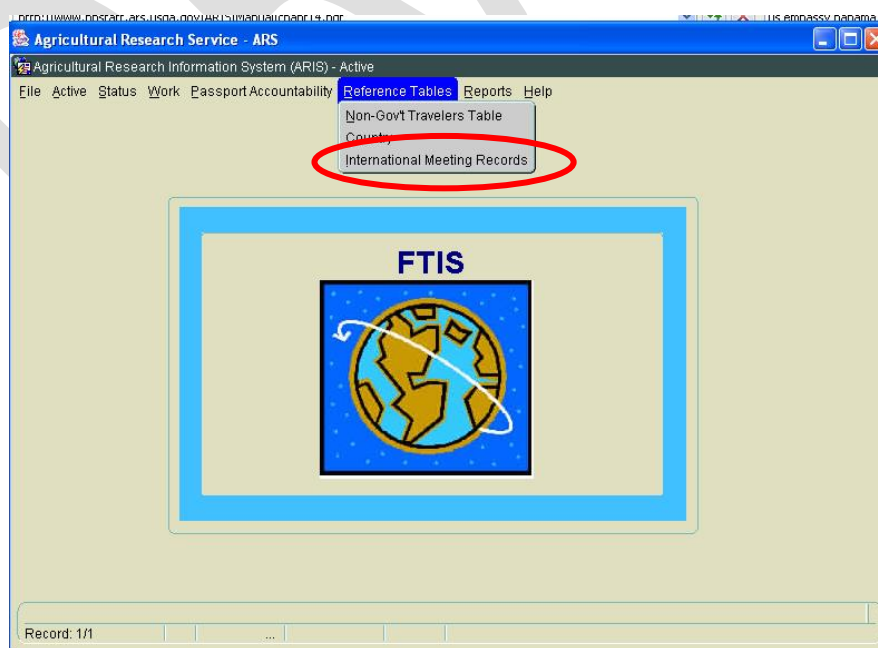


Figure 75 International Meeting Records

The International Meeting Tables will be displayed (fig. 76).

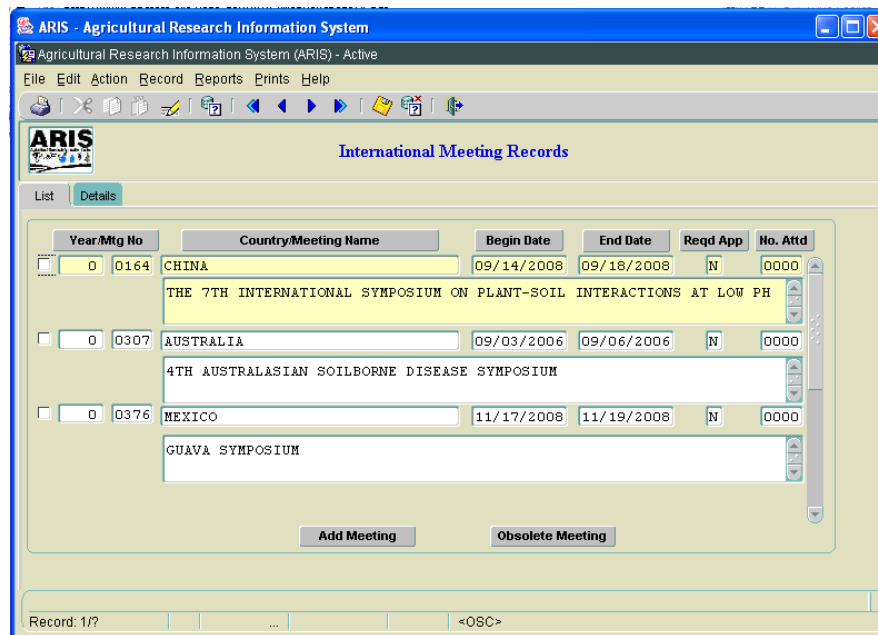


Figure 76 Listing of International Meetings

To search for a specific meeting, country or year, select the Query icon or “Action/Query” and a Query screen will be displayed. (fig 77)

Meeting No: _____ Trip Year: _____ Status: Active

Country: ITALY ?

City: _____

Meeting Name: _____

Begin Meeting Date: _____ Ending Meeting Date: _____

Number of Attendees: _____

Should Trips having this Meeting be Approved by NPS: _____ Status Date: _____

Figure 77 Country Search Italy

A Country search of “Italy%” will be displayed all International Meetings held in Italy (fig 78).

Note: It is recommended that the wildcard (%) be used for all country search requests.

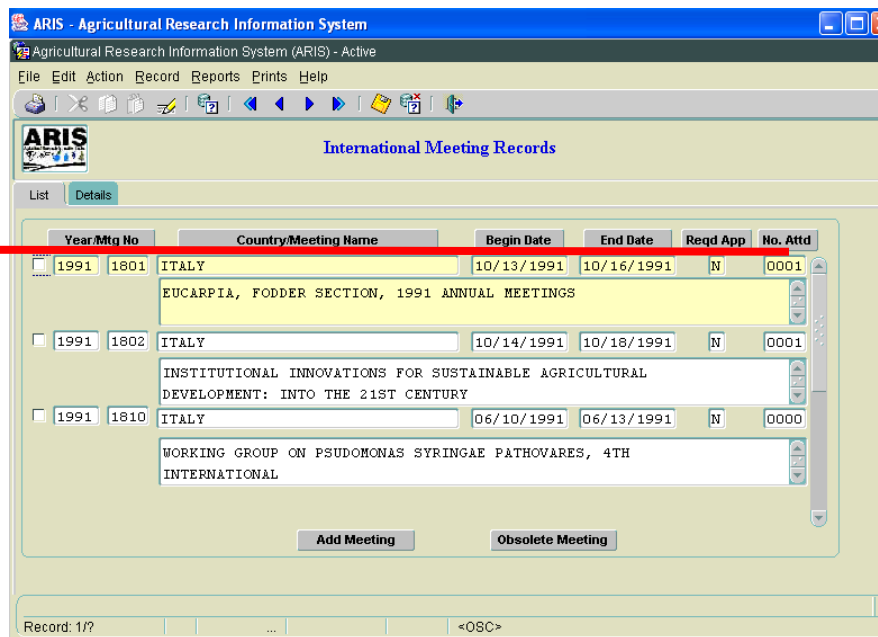


Figure 78 Returned display

International Meeting Tables may be displayed by ascending or descending order by selecting the main field screens. For the most recent meetings in Italy select "Year/Mtg No" for the total number of attendees select the "No. Attd" screen, to change the order select the heading a second time.

6.3 Country Tables

Country Table records provide the most recent information on Passport and Visa requirements along with general embassy information for the country you intend to visit.

(Note: The Country Table information is updated when new information is obtained from FAS/ITS, please be aware that processing time is an estimation, an Embassy may change their processing # of days without notice, and what may have taken 2 days to obtain may now require 5 days)

FAS provides a website for both Visa Requirements and Visa Application Forms and may be accessed via the Country Table "Details" tab.

To view the Country Table, from main FTIS menu, select "Reference Tables", "Country" (fig. 79).

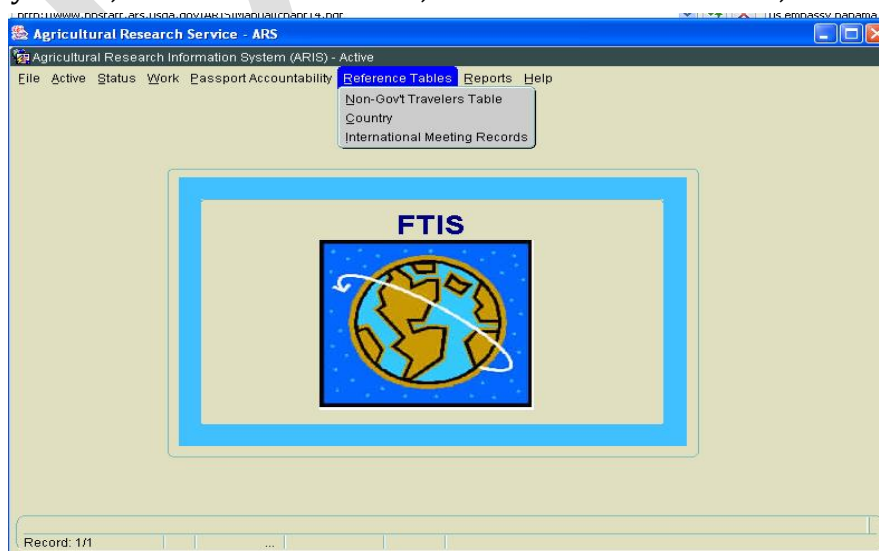


Figure 79 Country

The Country Records Tables listing will be displayed (fig. 80).

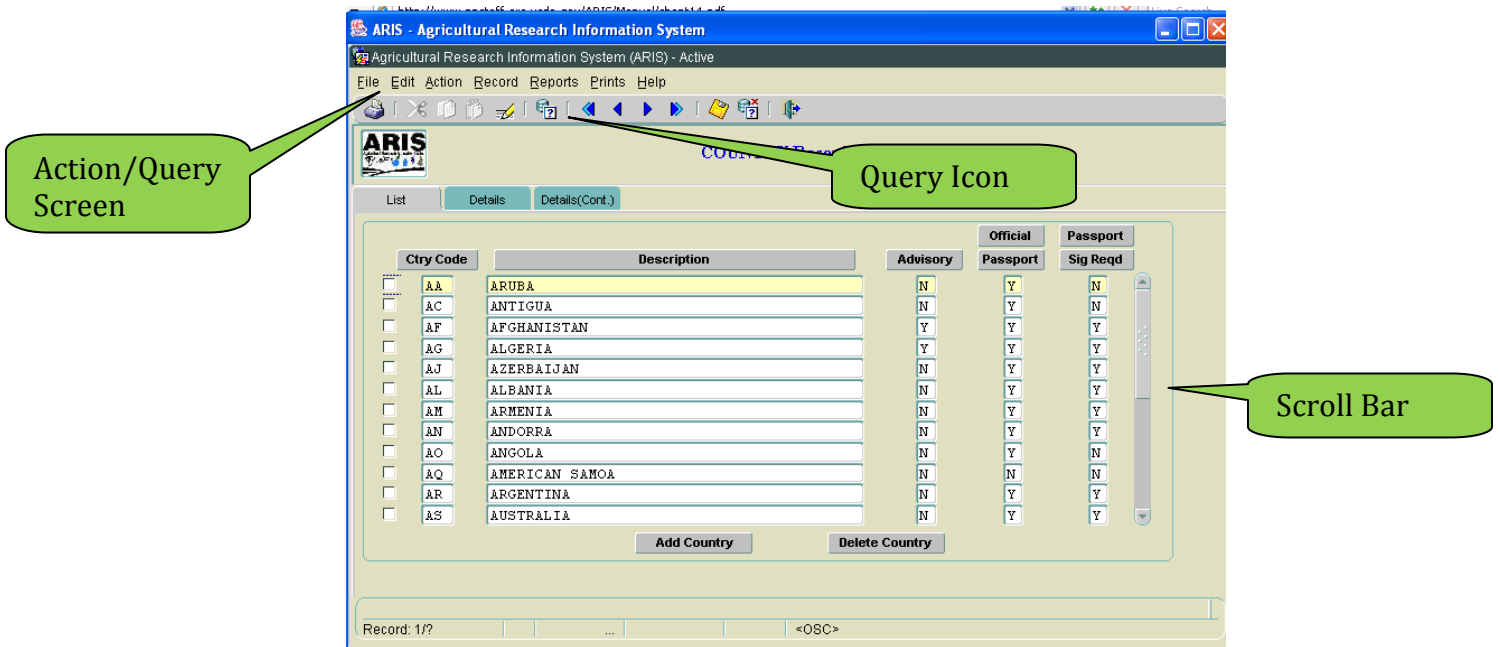


Figure 80 Country Listing

To query a specific country select either the “Query Icon” or “Action/Query Screen) or you may utilize the scroll bar.

The Query Screen will be displayed (Fig. 81). Enter the Country of travel and select “Query/Execute” or the “Execute Icon”.

ARIS - Agricultural Research Information System

File Edit Query Reports Help

ARIS

COUNTRY Records

Query

Country Advisory

Official Passport

VISA INFORMATION

Required Transit Required Multiple Entries

Valid Application Passport Signed Number of Photos

Remarks

CORRESPONDENCE INFORMATION

State Dept. Clearance Form Invite Letter

MEDICAL INFORMATION

Innoculation Record Innoculation Statement

Remarks

Copy Record: 1/1

Figure 81 Query Screen

Items matching the query will be displayed (Italy (Fig. 82)).

[illegible]

Country Record Details are available via two (2) display screens, select “Details” or “Details (Cont.)” to view information (Fig. 83/84).

ARIS - Agricultural Research Information System (ARIS) - Active

File Edit Action Record Reports Prints Help

ARIS

COUNTRY Records

List Details Details(Cont.)

Country **IT** ITALY Advisory No

Official Passport Yes - All PASSPORTS must be Signed
VISA INFORMATION

Required No Transit Required No Multiple Entries No Connect to FAS

Valid Application Passport Signed No Number of Photos 00

Remarks No visa is required for temporary duty travel (TDY) is three months or less. If TDY is longer, apply for permit at the American Embassy and

CORRESPONDENCE INFORMATION

State Dept. Clearance Form No Invite Letter No

MEDICAL INFORMATION

Innoculation Record No Innoculation Statement No

Remarks

Record: 1/1 <OSC>

“Connect to FAS”
will link you to the
Visa requirements
and Visa Application
web site supported
by FAS/ITS.

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Reports Prints Help

ARIS

COUNTRY Records

List Details Details(Cont.)

MISCELLANEOUS INFORMATION
(Must be in remarks section on second and third copies only of AD-124)

Home Address No Home Phone Number No
Religion No Nationality No
Name: Father No Mother No Person(s) Visiting No
TDY Address No (and) Phone # No

Remarks

EMBASSY INFORMATION

Work Days (approx.) to Obtain Visa
Office Hours 1000-1230 M-W-F Closed Tues & Thursday's (type)
Remarks 3000 Whitehave Street, NW

Record: 1/1 <OSC>

Figure 84 Italy Details (Cont)

6.4 Prints

There are two print choices “Print Listing” and “Details Listing” both will be displayed the same information (Fig. 85)

04/15/2010 Agricultural Research Service Page: 1
Agricultural Research Information System
Country / Visa Requirements Listing

IT ITALY Advisory: No
Official Passport: Yes All Passports MUST be Signed No

VISA INFORMATION
Required: No Transit Required: No
Multiple Entries: No Valid:
Application: Passport Signed:
Number of Photos: 0

Comments: No visa is required for temporary duty travel (TDY) is three months or less. If TDY is longer, apply for permit at the American Embassy and provide one photo. The outgoing country clearance cable must include a contact name & telephone number for someone in the US & Italy. Must receive a response from the outgoing country clearance cable submitted.

CORRESPONDENCE INFORMATION
State Dept. Clearance Form: No Invite Letter: No

MEDICAL INFORMATION
Innoculation Record: No Innoculation Statement: No
Comments:

MISCELLANEOUS INFORMATION
(Must be in Comments section on the second and third copies only on AD-121)
Home Address: No Home Phone: No
Religion: No Nationality: No
Name: Father: No Mother: No Person(s) Visiting: No
TDY Address: No Phone Numbers: No
Comments:

EMBASSY INFORMATION
Work Days (approx.) to obtain Visa: Days

Figure 85 Country Print Display

7 Reports

There are three reports currently available in FTIS “International Meetings”, “Trip Leg Retrieval”, and “Blank Forms”. (Fig. 86)

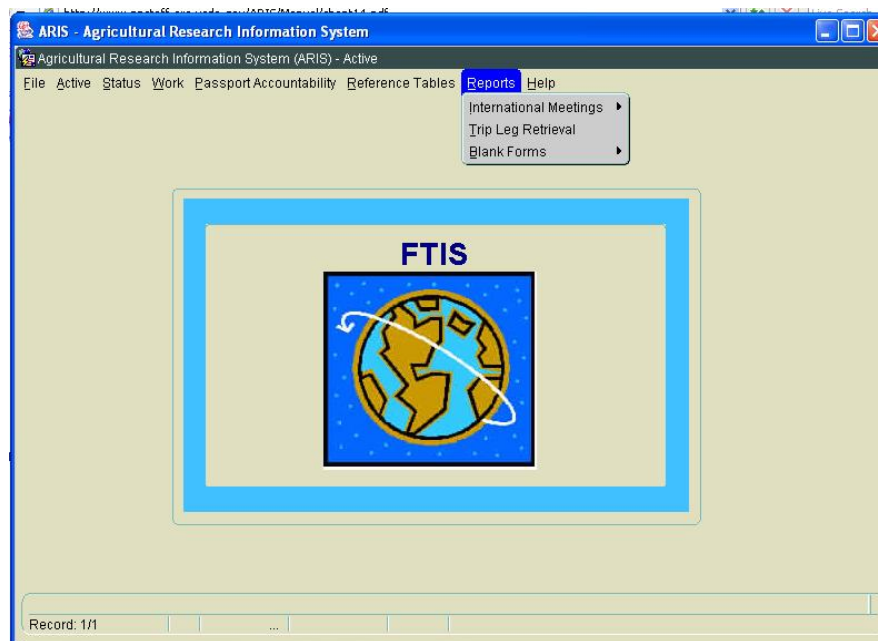


Figure 86 Report Menu

7.1 International Meetings

There are three reports available from International Meetings "Area Traveler", "Country", and "Meeting Name" (fig. 87).

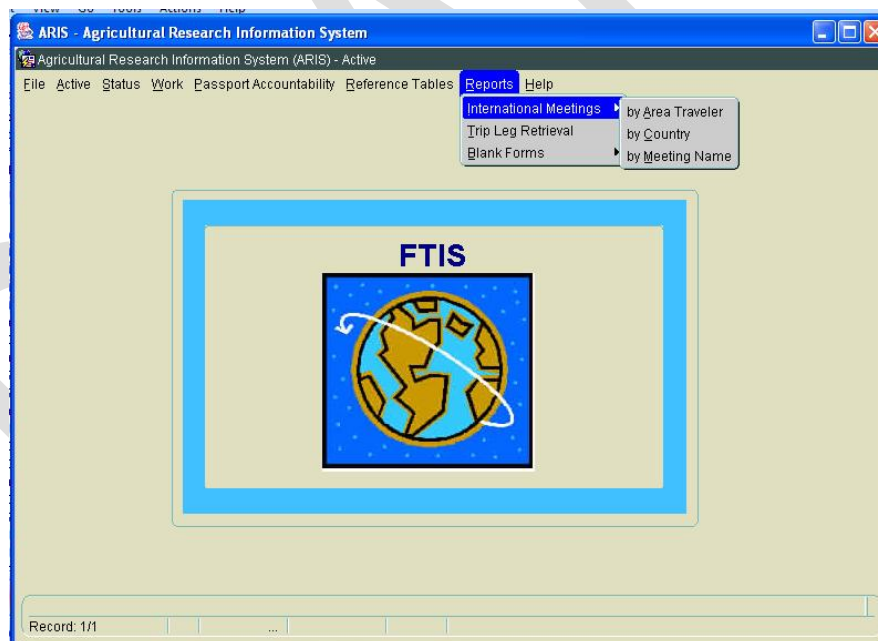


Figure 87 International Meetings Menu

A search/query (?) icon is available on all report screens. Query's may be open ended (all data), or you may limit data by entering information into one or both of the query selection areas.

7.1.1 Area Traveler

A report may be run for ALL or by Mode Code (?) and/or Travel Year (fig 88).

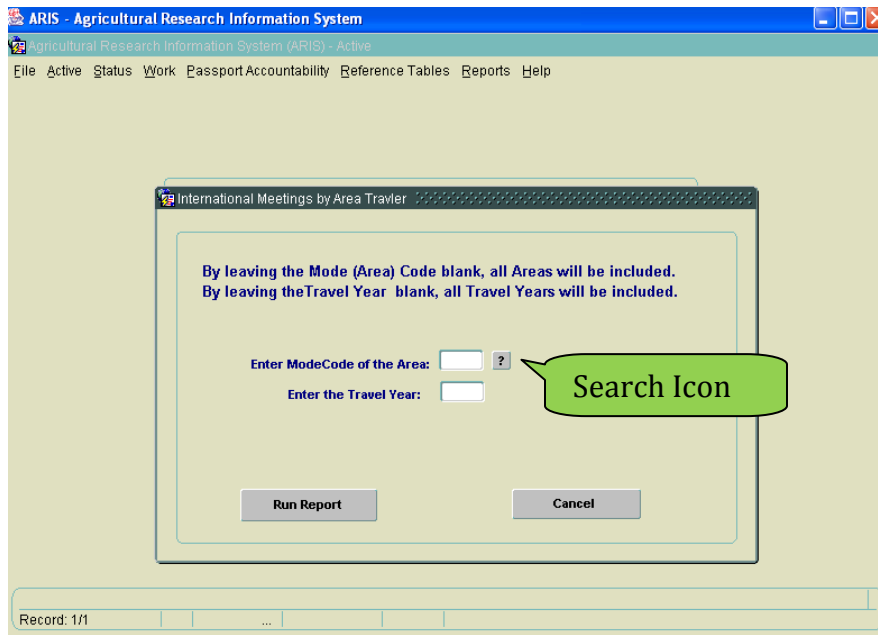


Figure 88 Area Traveler Query

7.1.2 Country

A report may be run for ALL or by Country Code (?) and/or Travel Year (fig. 89)

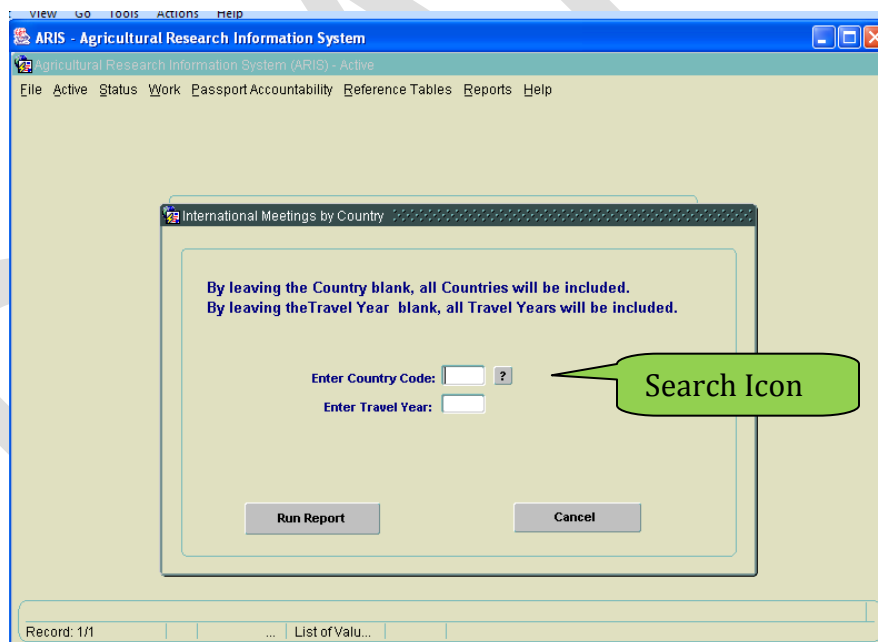


Figure 89 Country Query

7.1.3 Meeting Name/Number

A report may be run for ALL or by International Meeting Number (?) and/or Travel Year (fig. 90).

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Active Status Work Passport Accountability Reference Tables Reports Help

International Meetings by Meeting Name

By leaving the Intl Meeting Code blank, all Meetings will be included.
By leaving the Travel Year blank, all Travel Years will be included.

Enter International Meeting Number ?

Enter Travel Year:

Run Report Cancel

Record: 1/1

Figure 90 Meeting Number Queries

7.2 Trip Leg Retrieval

Trip Leg Retrieval pulls data from Foreign Travel Records, however the display is limited.

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Prints Help

Foreign Travel Records

Begin Date 04/10/2010 End Date 04/18/2010 Travel Year 2010

LIST Details

Traveler Name	Begin Date	End Date	Prm Ctry
ACEVEDO MARICELIS	04/10/2010	04/18/2010	KENYA
ADKINS SCOTT T	05/16/2010	05/22/2010	TANZANIA
ALLEN LINDSAY H	05/19/2010	05/23/2010	THAILAND
ALVA ASHOK K	04/10/2010	04/10/2010	SPAIN
ALVA ASHOK K	03/31/2010	04/10/2010	SPAIN
ANDERSON WILLIAM F	03/12/2010	03/20/2010	AUSTRALIA
BASSIL NAHLA V	08/21/2010	08/28/2010	PORTUGAL
BECNEL JAMES J	07/08/2010	07/16/2010	TURKEY
BERNIER ULRICH R	05/07/2010	05/10/2010	EGYPT
BERNIER ULRICH R	05/11/2010	05/23/2010	EGYPT
BERNIER ULRICH R	05/24/2010	05/28/2010	EGYPT
BERRANG MARK E	05/02/2010	05/09/2010	PORTUGAL

Record: 1/2

Trip Leg Retrieval

Travelers Name
Begin Date
End Date
Primary Country

ARIS - Agricultural Research Information System

Agricultural Research Information System (ARIS) - Active

File Edit Action Record Prints Help

Foreign Travel Records

Traveler ACEVEDO MARICELIS Begin Date 04/10/2010 End Date 04/18/2010 Travel Year 2010

LIST Travel Info Trip Legs Signatures

Traveler's Name (Last, First, MI)	Travel Yr	Begin Date	End Date	Modecode	Total Cost	Prm Ctry
ACEVEDO MARICELIS	2010	04/10/2010	04/18/2010	53 66 05 00	10,000	KE
ADKINS SCOTT T	2010	05/16/2010	05/22/2010	66 18 05 25	4,600	TZ
ALLEN LINDSAY H	2010	05/19/2010	05/23/2010	53 06 25 10	3,000	TH
ALVA ASHOK K	2010	03/31/2010	04/10/2010	53 54 10 00	-3,500	SP
ANDERSON WILLIAM F	2010	03/12/2010	03/20/2010	66 02 35 00	805	AS
BASSIL NAHLA V	2010	08/21/2010	08/28/2010	53 58 15 00	2,500	PO
BECNEL JAMES J	2010	07/08/2010	07/16/2010	66 15 10 20	5,500	TU
BERNIER ULRICH R	2010	05/07/2010	05/28/2010	66 15 10 20	6,261	EG
BERRANG MARK E	2010	05/02/2010	05/09/2010	66 12 05 08	5,000	PO
BESTELMEYER BRANDON T	2010	04/18/2010	05/02/2010	62 35 15 00	4,553	AR
BROWN MICHAEL A	2010	03/01/2010	03/27/2010	62 18 05 10	4,427	CH
BULL CAROLEE T	2010	05/30/2010	06/12/2010	53 05 05 00	5,500	FR

Record: 1/2

Active-Foreign Travel Record

Travelers Name
Travel Year
Begin Date
End Date
Mode code
Total cost
Primary Country

Trip Leg – Details

7.3 Blank Forms

There are three blank forms available from Reports, “Foreign Travel Records”, “Trip Report”, and “Passport Tracking”.

8 General Helpful Information

Field	Travel Information Input Requirements
Traveler’s Name*	Must be chosen by using the List of Values (LOV).
Travel Year*	Enter the 4 digit FMD Travel Year (April 2010 thru March 2010 would be entered as 2010)
Title*	Enter the traveler’s position title.
Mode Code*	Choose the traveler’s mode code from the LOV. Once the mode code is chosen, the duty station will be filled in by the system based on the mode code.
Phone Number*	Enter the phone number, including area code of the traveler.
Location Priority	Enter a 4-digit Location designated priority number. The priority MUST be unique within the Travel Year and Location. Example, priority 1 would be entered 0001. This is only entered for International Meetings.
Area Priority	Enter a 4-digit Area designated priority number. The priority MUST be unique within the Travel Year and Area. Example, priority 1 would be entered as 0001. This is only entered for International Meetings.
Accounting Code	Enter the primary accounting code that will be paying ARS travel costs. Must be a 10-digit number.
ARS Project No.*	Enter the primary CRIS project. You must select the project from the LOV.
Comments	Enter desired information or information required by your Area and/or Location.
Field	Leg Input Requirements
Leg Code	Enter a single alpha code for each leg of the trip. Leg “A” must be the first stop on a trip and additional stops should be entered in alphabetical sequence.

Primary Purpose	If the current leg is the Primary Purpose of the trip, choose Yes. Only one leg of each trip can be designated as the primary purpose. All other legs, choose No.
City	Enter the name of the city being traveled to on this leg. Country Choose the country from the LOV.
Leg Begin Date*	Enter Date (mm/dd/yyyy) insert full year 2010 not 10
Leg End Date*	Enter Date (mm/dd/yyyy) insert full year 2010 not 10
Duration	Duration is system calculated.
Purpose *	Choose the purpose of travel from the LOV.
Fund Source*	Choose the source of travel funds from the LOV.
Purpose Narrative*	Enter a narrative for the purpose of travel (ex. Traveling to the Blue Fly meeting in Germany to present paper entitled "Hog Cholera" by J.Stetka). DO NOT USE ACRONYMS
Estimated Agency Cost	Enter the estimated cost to ARS (in whole dollars) for this leg of the trip.
International Meeting	Choose the International Meeting Number from the LOV. The International Meeting number should only be entered if Purpose of Travel is Presenting Paper at International Meeting or Attending International Meeting. If purpose is anything other than these two codes, the system will not allow an International meeting number. The meeting must be in the Country designated on the Leg record. (Note: If an international meeting number has not yet been assigned, contact your ATA or the Travel Office).
Contributing Organization	Enter the name of the Contributing Organization. Abbreviations may be used.
Organization Type	Choose from the LOV the Contributing Organization Type.
Funds Contributed	Enter the amount of funds contributed (in whole dollars) for this leg of the trip.
Est. Leg Cost	Generated by the system and cannot be modified.
Action Type	Select A or D to indicate if the leg is approved or disapproved
Field	OSAC Input Requirements
Role of Traveler*	The role of the traveler should specifically state the tasks and/or responsibilities of the traveler as they relate to the individual leg of the trip
Benefit to USDA*	The benefit to USDA must be clearly stated and concise. Simply being invited to attend an event is not sufficient; the justification must indicate how the travel or attendance at a meeting or conference will specifically benefit the mission of the Agency and USDA. Simply stating that the trip ties in to a USDA or ARS priority is not sufficient. There needs to be an explanation of how the trip ties into the priority and how it provides a benefit under that priority.

Note: * indicates a required field.

Query Symbol	Meaning and Use
: (colon)	Range/Between: Used as a separator between the start and end values in a range. Can be used for all data types, including dates. (Example - 10/1/01:9/30/02 retrieves all records with values on or between the two dates)
; (semicolon)	Or: Used as a separator in a list of query items in a single line, i.e. potato;tomato. Retrieves all records with potato or tomato. Note: A line cannot end with a semicolon, i.e. tomato;potato;

! (exclamation point)	But Not: Used to narrow query criteria, i.e. A:X!E;U queries for all projects A (active) through X (expired) but not E (terminated) or U (unfunded). Note: Cannot be used in every searchable field.
% (percent) Note: It is always preferable to use the % at the end of every query string.	Used as a “wildcard” to broaden query criteria. The % is used before, after, or before and after the query string.

DRAFT